



Shepard Exposition Services

4710 Trident Court, Baltimore, MD 21227

Customer Service Phone: (410) 737-9270

Customer Service Fax: (410) 737-9274

Customer Service Email: baltimore@shepardes.com

SHOW INFORMATION

ASPPA Annual Conference

October 26 - 28, 2014

Gaylord National Hotel & Convention Center - National Harbor, Maryland

Event Code: M190701014

BOOTH PACKAGE

Items provided in your booth, per exhibitor:

8' High backwall drape, 3' High sidewall drape
7" x 44" Cardstock Identification Sign
(1) 6' x 30" Skirted Table - Black
(2) Side Chairs
(1) Wastebasket

Carpeting is not included and is mandatory. Refer to page 7 for ordering details. Electrical outlets are not included and are optional. Refer to page 35 for ordering details. Internet is not included and is optional. Refer to page 38 for ordering details.

Show drape color(s):

Black, White

Aisle carpet color:

Tuxedo

EXHIBIT SHOW SCHEDULE

General Exhibitor Move-in:	Sunday, October 26, 2014	7:00 AM - 5:00 PM
Exhibit Hours:	Sunday, October 26, 2014	6:00 PM - 7:00 PM
	Monday, October 27, 2014	7:00 AM - 4:30 PM
	Tuesday, October 28, 2014	7:00 AM - 4:30 PM
Exhibitor Move-out:	Tuesday, October 28, 2014	4:30 PM - 8:00 PM
Freight Re-route Time:	Tuesday, October 28, 2014	8:00 PM

IMPORTANT DEADLINES

Exhibitor appointed contractor notification deadline:	Friday, September 26, 2014
Discount price deadline for standard Shepard orders:	Friday, October 3, 2014
First day for warehouse deliveries without a surcharge:	Friday, September 26, 2014
Last day for warehouse deliveries without a surcharge:	Friday, October 17, 2014
First day freight can arrive at show facility:	Sunday, October 26, 2014 at 8:00 AM

SHIPPING ADDRESSES

Advance Shipments Address

[Exhibiting Co. Name & Booth Number]

ASPPA Annual Conference
c/o Shepard Exposition Services
4710 Trident Court
Baltimore, MD 21227

**The Gaylord does not permit
shipments to be delivered directly to the hotel.
All shipments must be delivered to the
Advance Warehouse.**

ALL UTILITY AND ANCILLARY FORMS SHOULD BE FAXED TO THE NUMBER INDICATED ON FORM. PLEASE DO NOT SEND UTILITY AND/OR ANCILLARY FORMS TO SHEPARD.



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ONLINE ORDERING INSTRUCTIONS

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ATTENTION EXHIBITORS

ORDER NOW! Follow these simple steps to order Shepard Services Online:

1. **GO TO:** www.shepardes.com/intro.asp
2. Click on **ASPPA Annual Conference**
3. **LOG IN** from the Show Information page.
4. **ENTER** your email address and password then click 
 - a. **NEW users :** User name = Your Email Address (provided by Show Management)
Password = ASPPA14
 - b. **Previous users :** User name = Your Email Address
Password = Your pre-existing password
5. Don't remember your password? Click the link ["Forgot your password?"](#)
and follow the prompts to have your password sent to the registered email address.
6. Once logged in, you will be prompted to review your profile information.
 - a. If your information is correct, click 
OR
 - b. If your information is not correct, please click "here" as indicated, update your profile and submit changes.
7. Welcome to Shepard Online Ordering!

Some helpful tips:

Use the  or  buttons to scroll through all your options.

Use the  button to add an item to your cart, BEFORE proceeding to the next screen.

To **NAVIGATE** to a specific page, use the menu headers at the top of the page.

To **VIEW** your shopping **CART**, click on 

To **DELETE** an item from your shopping cart, click  next to the item you wish to remove.

QUESTIONS? Do not hesitate to contact us for assistance!

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PAYMENT AUTHORIZATION

ASPPA Annual Conference

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Discount Deadline: October 3, 2014

Please complete the information requested below and return this form with your orders. You may choose to pay by credit card, check payable to Shepard Exposition Services, or bank wire transfer. However, we require your credit card authorization to be on file before we process your order(s) for service. We will use this authorization to charge your credit card account for any additional amounts incurred as a result of show site orders placed by your representative to include material handling charges for shipments received on your company's behalf and any unpaid balance due for Shepard services. **Credits for services will be issued at show site only.**

WIRE TRANSFER

In order to accurately process the transfer of funds from your account, please complete the following information and fax it along with a copy of the wire receipt to the fax number printed on the header of this page. A \$50 service charge will be added for processing checks drawn on foreign banks. A \$25 service charge will be added for processing U.S. wire transfers. \$50 service charge for international wire transfers.

The following information must be included on the bank copy of the wire transfer confirmation:

Name of show that you are attending - **ASPPA Annual Conference**

Exhibiting company name

Booth number

Account Name: Shepard Exposition Services, Inc.

Bank Name: PNC Bank N.A., Pittsburgh, PA 15219 USA

Routing Number: 041000124

Account Number: 42-6061-9772

SWIFT CODE (US): PNCCUS33

SWIFT CODE (INTL): PNCCUS33

If payment is not received by the date shown above, I hereby agree to have the balance owed to Shepard Exposition Services, Inc. charged to the credit card indicated in the next section.

**** Please be sure to include the show name or show code and your booth # as well as the wire fee if you are sending a wire transfer, ACH payment, or check.**

EXHIBITING COMPANY INFORMATION

Please fill out the following information:

COMPANY NAME: _____

BOOTH # _____

COMPANY ADDRESS: _____

PHONE: _____

CITY, ST, ZIP: _____

FAX: _____

CONTACT NAME: _____

EMAIL: _____

CREDIT CARD INFORMATION

Type of Card:

☐☐☐

Pay by Check* ☐

Pay by Wire* ☐

Credit Card #:

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

Expiration Date:

Month		Year	

Billing Address: _____

Security Code:

City, ST, Zip: _____

Name on Card: _____

Authorized Signature: _____

**Please note: You may choose to pay by Check or Wire Transfer, however a credit card is required on file to process all orders.*

**** Are you tax exempt for the state this event occurs in?** ☐ Yes ☐ No

If you are tax exempt, you must provide a tax exemption certificate for the state in which the show is being held.

Please submit tax exemption certificate to: baltimore@shepardes.com



SHEPARD TERMS & CONDITIONS

ASPPA Annual Conference

PAYMENT POLICY

Show Site Orders: Services ordered at show site will require full payment at the time the order is placed. Purchase orders may not be used in lieu of payment. Regular prices will apply to all show site orders. Floor orders are limited to availability.

Third Party Orders: If you contract your work to a display or exhibit house and require services from Shepard, the payment policy stated above applies. Please pass this information on to them. A Third Party Payment form must be completed and submitted three weeks prior to show opening.

Invoices: Prior to close of show, an invoice will be prepared and delivered to your booth for your review. Credits will be issued at show site only. If you have any questions, or want to pay your invoice by check or cash, please see our customer service representatives at the service desk on site.

Charges: All charges, regardless of amount, must be paid in full by cash, check or credit card. If credit card method is used, please ensure that the card limits are high enough to cover your expected charges.

Past Due Accounts: The buyer understands that there will be a 1 1/2% monthly (18% per year) finance charge on past due accounts and agrees to pay all costs incurred by Shepard Exposition Services while endeavoring to collect this account.

Outbound Services: All outbound services will be processed on your credit card. A copy of the receipt and invoice will be mailed within 10 days of the close of the show.

International Customers: International customers must pay for all services in U.S. funds. A \$50 service charge will be added for processing checks or wire transfers drawn on foreign banks.

U.S. Wire Transfers: A \$25 service charge will be added for processing U.S. wire transfers. Please complete the wire transfer portion of the Payment Authorization form. The credit card portion of the form must still be completed before your order will be processed.

Tax Exempt Status: If you are tax exempt in the state where the show is held, a copy of the certificate must accompany your order.

Rental Responsibility: All materials are on a rental basis and shall remain the property of Shepard. The customer shall be held financially responsible for any damage to Shepard equipment used by the customer.

Price Quotes: Prices quoted are for the duration of the show and include installation, rental, and removal, except where indicated.

Default Colors: If skirting and carpet colors are not selected, show colors will prevail.

Exchanges and Cancellations: Onsite exchanges and cancellations in orders will be assessed a 100% pick-up fee.

DEFINITIONS AND SHEPARD RESPONSIBILITIES

The name "Shepard" shall be construed within the meaning of this contract as Shepard Exposition Services, Inc. and its employees, officers, agents, and assigns including any subcontractors Shepard may appoint. The term "exhibitor" refers to any party who contracts for services with Shepard. Shepard shall be responsible only for those services which it directly provides, and hereby agrees to execute its contracted duties in good faith. Shepard assumes no responsibility for any person, parties, or other contracting firms not under Shepard's direct supervision and control. Shepard shall not be responsible for loss, delay or damage due to strikes, lockouts, work stoppages, natural elements, vandalism, acts of God, civil disturbances, power failures, acts of terrorism or war, or any other causes beyond Shepard's reasonable control; or for ordinary wear and tear in the handling of materials. Due to the security and liability requirements, Shepard personnel will unload all vendor materials from the loading docks to the booths.

INDEMNIFICATION

The exhibitor agrees to indemnify, forever hold harmless and defend Shepard and its employees, officers and agents from and against any and all claims, causes of action, fines, penalties, damages, liabilities, judgments, and expenses on account of personal injury or death, damage to or loss of property or profits arising out of, or contributed to by any of the following: (1) exhibitor's negligent supervision of any labor secured through Shepard or the negligent supervision of such labor by any of the exhibitor's employees, agents, representative, invitees, and/or exhibitor appointed contractor (EAC); (2) exhibitor's negligence, willful misconduct, or deliberate act, or such actions of exhibitor's employees, agents, invitees, representatives, or EACs at the show to which this contract relates, including but not limited to the misuse, improper use, unauthorized alteration or negligent handling of Shepard equipment; or (3) exhibitor's violation of Federal, State or Local ordinance; or violation of show regulations and/or rules as published by the Facility and/or Show Management.

CLAIM(S) FOR LOSS AND PAYMENT FOR SERVICES

Exhibitor agrees that any and all claims for loss or damage shall be submitted to Shepard prior to the conclusion of the show when alleged loss or damage occurred prior to that time, and in all cases within 30 days of the conclusion of the show. For claim reporting purposes, the "conclusion" of the show shall be construed as the end of the day on which exhibitor must vacate the show site. All claims reported after the 30-day period will be rejected. In no event shall a suit or action be brought against Shepard more than one year after the date that loss or damage occurred. Payment for services may not be withheld. In the event of any dispute between Shepard and the exhibitor relative to any loss or damage claim, the exhibitor shall not be entitled to, and shall not withhold payment for Shepard services as an offset against the amount of the alleged loss or damage. Any claim against Shepard shall be considered a separate transaction and shall be resolved on its own merit.

SHEPARD'S LIMITS OF LIABILITY

If found liable for any loss or damage, Shepard's sole and maximum liability for loss or damage to exhibitor's materials will be limited to the repair or replacement with like kind and quantity, subject to a dollar amount not to exceed \$5.00 (five dollars) per pound based on the weight of the articles for which Shepard specifically acknowledges receipt in writing. Shepard shall in no event be liable for collateral, exemplary, indirect costs or damages, or loss of sales resulting from, or related to, a claim for loss of or damage to material.

INBOUND AND OUTBOUND SHIPMENTS

Consistent with trade show industry practices, there may be a lapse of time between the delivery of shipment(s) to the booth and the arrival of the exhibitor or his representative. During such time, the materials will be left unattended. Shepard is not, and cannot be, responsible for loss, damage, theft, or disappearances of exhibitor's materials after same have been delivered to the exhibitor's booth. Similarly, there may be a lapse of time between the completion of packing and the actual pick up of exhibitor's materials from the booth for loading onto a carrier. During such time, the materials will be left unattended. Shepard shall not be responsible for loss, damage, theft, or disappearance of exhibitor's materials before same have been picked up for loading after the show. All materials will be checked at the booth at the time of loading using document(s) submitted by the exhibitor and notations of exceptions to conditions of materials, or piece counts will be made on said document. Shepard assumes no responsibility for loss, damage, theft, or disappearance of exhibitor's materials after same have been delivered to exhibitor's appointed carrier or agent for transportation after the show. Shepard loads materials onto the carrier's truck under the supervision of the carrier driver who checks and signs for the materials. Shepard assumes no liability for any materials after the carrier assumes custody of materials. If exhibitor's designated carrier fails to show by the move out deadline after a show, Shepard shall have the authority to route exhibitor's shipment via an alternate carrier, or return shipment to a local warehouse for disposition at exhibitor's expense.

PACKAGING, CRATES, AND EMPTY CONTAINERS

Shepard shall not be responsible for surface damage to loose or uncrated materials, pad-wrapped, or shrink-wrapped materials. Shepard shall not be responsible for concealed damage, damage to carpets in bags or poly, or damage to materials improperly packed. Shepard shall not be responsible for crates and packaging unsuitable for handling, partially assembled, or having prior damage. Affixing "Empty" storage labels to containers is the sole responsibility of the exhibitor or his representative. All previous labels should be removed. Shepard assumes no responsibility for removal or misdelivery of containers with old labels or incorrect information on labels or for loss or damage to materials stored in containers labeled "empty."



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THIRD PARTY PAYMENT AUTHORIZATION

ASPPA Annual Conference

October 26 - 28, 2014

Gaylord National Hotel & Convention Center - National Harbor, Maryland

Event Code: M190701014

Discount Deadline: October 3, 2014

The following information must be completed and the form returned to Shepard by the deadline date.

Both parties MUST sign this form indicating acceptance; otherwise, request will be denied.

When a third party is handling your display and/or paying for any services on your behalf, we will agree to this third party arrangement if the following payment is agreed upon and all signatures are properly completed.

By signing this form, both parties agree and understand that the exhibiting firm is responsible for all charges.

In the event that the named third party does not make payment by show close, Shepard will be paid by the exhibiting firm on demand at show site.

The show site invoice may or may not include any outbound services, such as additional material handling, rigging, and/or shipping charges.

SERVICES TO BE COVERED BY THIRD PARTY

☐ All services

☐ Rental Furniture

☐ Carpet

☐ Logistics/Transportation

☐ Material Handling *Please complete the Material Handling Authorization Form

☐ Exhibit Display Rentals

☐ Cleaning

☐ Other (please specify): _____

☐ Overhead Rigging/Labor

☐ Installation/Dismantling Labor

Notes: _____

THIRD PARTY INFORMATION

COMPANY NAME: _____

CONTACT NAME: _____

COMPANY ADDRESS: _____

PHONE: _____

CITY, ST, ZIP: _____

FAX: _____

AUTHORIZED SIGNATURE: _____

EMAIL: _____

EXHIBITING COMPANY INFORMATION

COMPANY NAME: _____

BOOTH # _____

COMPANY ADDRESS: _____

PHONE: _____

CITY, ST, ZIP: _____

FAX: _____

CONTACT NAME: _____

EMAIL: _____

AUTHORIZED SIGNATURE: _____

THIRD PARTY CREDIT CARD INFORMATION

Type of Card:

☐☐☐

Credit Card #:

Expiration Date:

Month Year

Billing Address: _____

Security Code: _____

City, ST, Zip: _____

Name on Card: _____

Authorized Signature: _____

** Are you tax exempt for the state this event occurs in? ☐ Yes ☐ No

If you are tax exempt, you must provide a tax exemption certificate for the state in which the show is being held.

Please submit tax exemption certificate to: baltimore@shepardes.com



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EXHIBITOR APPOINTED CONTRACTOR

ASPPA Annual Conference

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Gaylord National Hotel & Convention Center - National Harbor, Maryland

Event Code: M190701014

Deadline Date: September 26, 2014

Please read the following information entirely prior to signing form and returning to Shepard.

Complete this form for each non-official contractor used. Only the official show contractor or the facility may provide building services, utilities, rigging, material handling, cleaning, and furniture rental.

As the official show contractor, Shepard will provide all standard trade show services, including installation/dismantling labor, but exhibitors may appoint a non-official contractor to provide installation/dismantling labor provided all the following conditions are met:

~ EXHIBITOR must inform Shepard Exposition Services that they have contracted with a non-official contractor by completing this form and returning it by **deadline date**. If form is not submitted by deadline date, the Exhibitor Appointed Contractor will not be allowed to perform work in the hall except to supervise the official contractor provided labor.

~ The CONTRACTOR hired by the exhibitor must, by the deadline date, provide Shepard with a current Certificate of Insurance with minimum limits of \$500,000 property damage per occurrence, \$1,000,000 personal injury per occurrence, workers compensation aggregate coverage of \$1,000,000 per occurrence, and naming Shepard Exposition Services as additionally insured for the time period of the show (including move-in and move-out days).

~ The CONTRACTOR must abide by the rules and regulations of the show and all pertinent union regulations.

~ CONTRACTOR employees must wear approved identification badges at all times while in the work area. Badge will be issued at show site to authorized contractor representatives when all requirements have been met.

~ If the non-official contractor is empowered to incur expense on behalf of the exhibitor, a Third Party Payment Authorization form must be completed and returned to Shepard. The exhibitor agrees that he is ultimately responsible for the cost of all services provided in connection to the exhibitor's booth.

~ The non-official contractor agrees to have evidence, in the booth, that it has a valid authorization from the Exhibitor for services.

~ The non-official contractor must confine its operations to the exhibit area of its clients. No service desks, storage areas or other work facilities will be located anywhere in the facility. Show aisles and public areas are not part of the Exhibitor's booth space.

~ The non-official contractor may not solicit business on the exhibit floor.

~ The non-official contractor must have all business licenses, work permits and insurance required by State and City governments and Facility Management before beginning work, and shall provide Show Management with evidence of compliance.

~ If required, the non-official contractor must be able to provide evidence that it has current and applicable labor contracts and must comply with all labor agreements and jurisdictions. The non-official contractor must not jeopardize the production of the event by any act or practice that would lead to work stoppages, strikes or labor disputes.

~ Non-official contractor employees must wear approved identification badges at all times while in the work area. Badges will be issued at show site, to authorized representatives, when all requirements have been met.

The following information must be completed and the form returned to Shepard by the deadline date.

Name of Non-official Contractor: _____

Services to be performed: _____

Contact Name: _____

Contact Phone: _____ Fax: _____

Contact Address: _____

Exhibitor's Signature: _____ Date: _____

Exhibiting Company Name: _____ Booth # _____



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CARPETING & CLEANING

ASPPA Annual Conference

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Event Code: M190701014

Discount Deadline: October 3, 2014

EXPO CARPET - 16 OZ.

Choose Color:

Red (01) ☐
Blue (05) ☐
Tuxedo (50) ☐



Black (06) ☐
Teal (13) ☐
Burgundy (07) ☐



Qty.	Item	Discount	Regular	Amount
50255	10' x 10'	203.50	264.55	
50256	10' x 20'	387.30	503.50	
50257	10' x 30'	577.75	751.10	
50258	10' x 40'	768.15	998.60	

Variation in dye lot may occur when ordering more than one cut of carpet unless ordered as Special Cut Carpet.

SPECIAL CUT EXPO CARPET

50006	Per Square Foot	4.05	5.25	
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Rental includes installation and removal of carpet and visqueen.

Purchase carpet: please fill out Labor Order Form (carpet installation section) to have carpet installed.

Prices quoted above include installation and taping of front edge only. All rental carpet is delivered clean to your booth space, but during setup, carpet may become dirty. Please order cleaning service at least once before show opening.

PREMIUM CARPET - 32 OZ., 100% ULTRA CUT PILE WITH ACTION BACK OR JUTE BACKING

Choose Color:

Red (01) ☐
Silver Cloud (18) ☐
Deep Navy (22) ☐



Charcoal (17) ☐
Black (06) ☐
Cobalt (21) ☐



Qty.	Item	Discount	Regular	Amount
46001	Rental/sq.ft	6.40	8.30	
46003	Rental 1000+/sq.ft	5.50	7.15	
46002	Purchase/sq.ft.	15.95	20.75	

Minimum 100 sq. ft. is required. No refunds on cancellations. Rental includes installation and removal of carpet and visqueen.

Purchase carpet: please fill out Labor Order Form (carpet installation section) to have carpet installed.

PADDING & VISQUEEN

Qty.	Item	Discount	Regular	Amount
50009	1/2" Padding	1.00	1.30	
50008	1" Padding	2.25	2.95	
50010	Visqueen	0.40	0.50	

BOOTH DIMENSIONS

What is your booth size (ft.)?

X = sq. ft.

BOOTH CLEANING - Minimum 100 sq.ft.

Booth cleaning rates are per square foot.

Qty.	Item	Discount	Regular	Amount
47011	Vacuum Once	0.45	0.60	
47012	Daily Vacuum	1.35	1.75	

Carpet is delivered clean, but may become dirty during setup. We suggest that you order vacuuming at least once before show opening.

PERIODIC PORTER SERVICE

Porter Service Rates are per square foot

Qty.	Item	Discount	Regular	Amount
47030T	Porter Svc Once	0.50	0.65	
47031T	Daily Porter Svc	1.50	1.95	

Porter Service includes emptying wastebaskets within the booth every two hours during the show. It may be ordered once for only the first day of the show or daily.

Please note: booth cleaning and porter service are taxable for this show.

Total Carpeting & Cleaning	\$
6.00% Tax*	\$
Amount Due:	\$

Company Name: _____ Booth #: _____
Contact Name: _____ Phone #: _____
Authorized Signature: _____

Signature also indicates you read and accept the Payment Policy and Terms and Conditions.

Must order by discount deadline date to receive discounted pricing. Payment Authorization must be completed and returned with order.

There are no exchanges or refunds once item has been delivered to your booth. Cancellation must be received in writing 48 hours prior to first exhibitor move-in day.

* All tax rates are subject to change.



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EXPO FURNISHINGS

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Discount Deadline: October 3, 2014

TABLES - ALL DISPLAY TABLES ARE 24" WIDE



Choose drape color (place color code next to order):

Red (01) Gold (04) Burgundy (07)

Green (02) Blue (05) Grey (10)

White (03) Black (06) Teal (13)

SKIRTED TABLES

Code	Qty.	Color	Size	Discount	Regular	Amount
50042			4'L X 30"H	126.05	163.85	
50046			6'L X 30"H	154.95	201.45	
50050			8'L X 30"H	196.30	255.20	
50043			4'L X 42"H	153.20	199.15	
50047			6'L X 42"H	196.25	255.15	
50051			8'L X 42"H	230.75	300.00	
50052			4th Side 30"	76.65	99.65	
50171			4th Side 42"	76.65	99.65	

Tables are skirted 3-sided, must order 4th side for all sides to be draped on 6' and 8' tables.

UNSKIRTED TABLES

Code	Qty.	Size	Discount	Regular	Amount
50040		4'L X 30"H	89.80	116.75	
50044		6'L X 30"H	105.15	136.70	
50048		8'L X 30"H	126.40	164.30	
50041		4'L X 42"H	101.15	131.50	
50045		6'L x 42"H	126.40	164.30	
50049		8'L x 42"H	140.95	183.25	

RISERS - WOODEN PLANKING, 8" WIDE

DRAPED RISERS

Code	Qty.	Color	Size	Discount	Regular	Amount
50082			4'L X 6"H	50.65	65.85	
50084			6'L X 6"H	69.25	90.05	
50086			8'L X 6"H	87.90	114.25	
50083			4'L X 12"H	110.05	143.05	
50085			6'L x 12"H	137.00	178.10	
50087			8'L x 12"H	152.70	198.50	

UNDRAPE RISERS

Code	Qty.	Size	Discount	Regular	Amount
50076		4'L X 6"H	26.15	34.00	
50078		6'L X 6"H	36.75	47.80	
50080		8'L X 6"H	47.55	61.80	
50077		4'L X 12"H	50.75	66.00	
50079		6'L x 12"H	72.45	94.20	
50081		8'L x 12"H	88.50	115.05	

Please complete the following:

Company Name: _____

Contact Name: _____

Authorized Signature: _____

Signature also indicates you read and accept the Payment Policy and Terms and Conditions.

Must order by discount deadline date to receive discounted pricing. Payment Authorization must be completed and returned with order.

There are no exchanges or refunds once item has been delivered to your booth. Cancellation must be received in writing 48 hours prior to first exhibitor move-in day. Rental items not ordered and found in use in your booth are subject to "Regular" rate billing.

* All tax rates are subject to change.

STANDARD SEATING



Code	Qty.	Item	Discount	Regular	Amount
50020		Side Chair	78.75	102.40	
50021		Arm Chair	111.65	145.15	
50024		Stool w/back	124.75	162.20	

STANDARD ACCESSORIES



Code	Qty.	Item	Discount	Regular	Amount
50091		Wastebasket	23.00	29.90	
50094		Floor Easel	45.30	58.90	
50245		Literature Rack	174.15	226.40	



Code	Qty.	Item	Discount	Regular	Amount
50175		Bag Rack	221.55	288.00	
50092		Coat Rack	78.65	102.25	
50093		Garment Rack	221.55	288.00	



Code	Qty.	Item	Discount	Regular	Amount
50427		Sign Barrier Stanchion	93.45	121.50	
50095		Sign Holder, 22x28	103.20	134.15	

SKIRTING OF EXHIBITOR EQUIPMENT-per linear ft.

50058		Sateen Skirting	17.30	22.50	
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Please select sateen color from below:

☐ Red (01)	☐ Gold (04)	☐ Burgundy (07)
☐ Green (02)	☐ Blue (05)	☐ Grey (10)
☐ White (03)	☐ Black (06)	☐ Teal (13)

Total Expo Furnishings:	\$
6.000% Tax*:	\$
Amount Due:	\$

Booth #: _____

Phone #: _____



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Customer Service Email: baltimore@shepardes.com

SPECIALTY FURNISHINGS/ACCESSORIES

ASPPA Annual Conference

October 26 - 28, 2014

Gaylord National Hotel & Convention Center - National Harbor, Maryland

Event Code: M190701014

Discount Deadline: October 3, 2014

SPECIALTY CHAIRS AND TABLES



	Qty.	Item	Discount	Regular	Amount
51086		Director's Chair	83.75	108.90	
51090		Director's Stool	149.80	194.75	
51089		Ped. Table, 42"	220.15	286.20	
50032		Ped. Table, 30"	220.15	286.20	
50030		Rnd Side Table	106.50	138.45	
50031		Sq. Side Table	106.50	138.45	

SHOWCASES



Full View



Quarter View

	Qty.	Item	Discount	Regular	Amount
50067		Full View 4'	834.95	1085.45	
50068		Full View 6'	920.95	1197.25	
50069		Quarter View 4'	834.95	1085.45	
50070		Quarter View 6'	920.95	1197.25	

Standard Showcases are a gray finish.

MISCELLANEOUS ITEMS



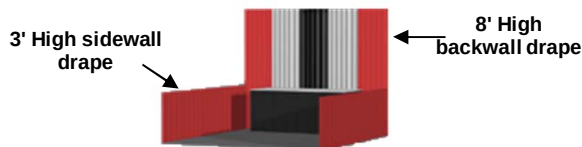
	Qty.	Item	Discount	Regular	Amount
50185		Drawing Bowl	48.90	63.55	
50098		Refrigerator	635.80	826.55	
50088		8' Upright	29.30	38.10	
50089		8' Crossbar	19.50	25.35	

GRID AND GRID ACCESSORIES



	Qty.	Size	Discount	Regular	Amount
50236		2'x8' w/legs, each	199.65	259.55	
50237		2'x8' w/o legs, each	149.65	194.55	
50242		7-Ball Waterfall	13.70	17.80	

Other accessories available, please call customer service for more information.



SPECIAL DRAPERY BACKGROUNDS - Per linear foot

Must be approved by show management.

	Ln. Ft.	Item	Discount	Regular	Amount
50073		8' High	19.90	25.85	
50074		3' High	15.70	20.40	

Choose Color: Minimum 4' panel rental required.

☐ Red (01)	☐ Blue (05)	☐ Grey (10)
☐ White (03)	☐ Black (06)	☐ Burgundy (07)

Please complete the following:

Company Name: _____ Booth #: _____

Contact Name: _____ Phone #: _____

Authorized Signature: _____

Signature also indicates you read and accept the Payment Policy and Terms and Conditions.

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Total Specialty Furnishings/Accessories:	\$
6.000% Tax*:	\$
Amount Due:	\$



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COMFORT SEATING/OTTOMANS

Qty.	Item	Discount	Regular	Amount
Key West - Black				
	SOM	766.75	996.80	
	LSM	679.80	883.75	
	OCB	557.40	724.60	
Lisbon - Charcoal Leather				
	SOC	1008.00	1310.40	
	LSC	909.15	1181.90	
	CHC	668.00	868.40	
Memphis				
	MPS	721.40	937.80	
	MPC	511.90	665.45	
Roma				
	CHR003	457.00	594.10	
	SFA003	700.00	910.00	
Newport				
	SED	1960.55	2548.70	
	LSD	875.55	1138.20	
	CHD	482.25	626.95	
Miscellaneous Seating				
	SO1	869.55	1130.40	
	OCU	535.65	696.35	
	BCW	1047.50	1361.75	
	OCH	968.50	1259.05	
Ottomans				
	OTS	310.70	403.90	
	OTP	496.15	645.00	
	OTQ	427.55	555.80	
	OTL	500.70	650.90	
	OTK	500.70	650.90	
	OTM	517.75	673.10	
	OTN	478.75	622.40	
	OTH	158.05	205.45	
	VIB02	119.30	155.10	



COCKTAIL, END TABLES & LAMPS

Qty.	Item	Discount	Regular	Amount
Cocktail Tables				
	C1E	367.55	477.80	
	C1F	336.00	436.80	
	C1C	345.80	449.55	
	COLI	219.70	285.60	
End Tables				
	E1E	345.80	449.55	
	E1F	314.20	408.45	
	E1C	324.15	421.40	
	EOLI	206.25	268.15	
Lamps				
	LA15	194.65	253.05	
	LA14	131.80	171.35	
	TRW	372.65	484.45	



Floor orders are subject to availability. Substitutions may be provided without prior notification.

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Company Name: _____

Booth #: _____

Contact Name: _____

Phone #: _____

Authorized Signature: _____

Subtotal	\$
6.000% Tax*	\$
Amount Due:	\$

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CONFERENCE TABLES

Qty.	Item	Discount	Regular	Amount
Geo Tables - 29" High				
	CE2 (60"L)	561.40	729.80	
	CF2 (60"L)	541.50	703.95	
	CE1 (42"L)	387.40	503.60	
	CF1 (42"L)	367.55	477.80	
Graphite Nebula - 29" High				
	CB2 (6'L)	604.80	786.25	
	CB3 (8'L)	733.25	953.25	
	CB1 (42"RND)	496.05	644.85	
Mahogany - 29" High				
	CC6 (6'L)	561.40	729.80	
	CC7 (8'L)	691.70	899.20	
	CC8 (10'L)	1100.80	1431.05	
	CC5 (42"RND)	493.30	641.30	
Miscellaneous Conf. Table - 29" High				
	CG1 (42"RND)	399.20	518.95	



CONFERENCE CHAIRS & OCCASSIONAL CHAIRS

Qty.	Item	Discount	Regular	Amount
Panton				
	OTO	592.90	770.75	
	SC9	260.90	339.15	
Luxor - Black Leather				
	XC3	486.25	632.15	
	XC2	527.70	686.00	
	XC1	561.40	729.80	
Altura - Black Crepe				
	XC6	432.90	562.75	
	XC5	476.30	619.20	
	XC4	517.75	673.10	
Brewer				
	SC3	231.25	300.65	
	SC2	231.25	300.65	
Miscellaneous Chairs				
	SC8	215.40	280.00	
	SC1	247.00	321.10	
	SC4	247.00	321.10	
	SCE	119.40	155.20	
	OCA	358.20	465.65	



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6.000% Tax*	\$
Amount Due:	\$

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BAR TABLES

Qty.	Item	Discount	Regular	Amount
36" Round x 42" High				
	VTN	326.20	424.05	
	VTM	326.20	424.05	
30" Round x 42" High				
	VTK	314.70	409.10	
	VTJ	314.70	409.10	
	VTF	356.90	463.95	
	VTC	314.70	409.10	
	WTJ	399.00	518.70	
	WTF	439.45	571.30	



BARS

Qty.	Item	Discount	Regular	Amount
Martini Bars - 47" High				
	BR1	1828.55	2377.10	
	BRC	5263.25	6842.25	



BAR STOOLS

Qty.	Item	Discount	Regular	Amount
Banana - Chrome, 30" High				
	BST	322.45	419.20	
	BSS	322.40	419.10	
Oslo - 30" High				
	BSD	335.80	436.55	
	BSC	335.80	436.55	
Miscellaneous				
	BSL (29"H)	255.20	331.75	
	BSN (29"H)	362.65	471.45	
	BCE (32"H)	297.40	386.60	
	BS003	384.40	499.70	



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CAFÉ TABLES

Qty.	Item	Discount	Regular	Amount
36" Round x 29" High				
	ZTP	303.15	394.10	
	ZTN	303.15	394.10	
	ZTM	303.15	394.10	
	XTP	408.70	531.30	
	XTN	408.70	531.30	
	XTM	408.70	531.30	
30" Round x 29" High				
	ZTK	272.50	354.25	
	ZTJ	272.50	354.25	
	XTK	376.05	488.85	
	XTJ	376.05	488.85	
	XTF	414.40	538.70	



ZTP - 36"
ZTK - 30"



ZTN - 36"
ZTJ - 30"



ZTM - 36"



XTP - 36"
XTK - 30"



XTN - 36"
XTJ - 30"



XTM - 36"



XTF - 30"

STACKING & UTILITY SEATING

Qty.	Item	Discount	Regular	Amount
Stacking Chair, 37" High				
	CS8	145.80	189.55	
	CS9	145.80	189.55	
Altura - Black Crepe				
	SY1	262.90	341.75	
	DF1	389.50	506.35	

CS8



CS9



SY1



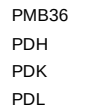
DF1



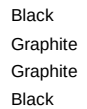
PRODUCT DISPLAY, FILES, REFRIGERATORS, & TRAINING ROOM FURNITURE

Qty.	Item	Discount	Regular	Amount
Product Display				
	PMB36	351.50	456.95	
	PMB42	414.25	538.55	
	PDK	604.80	786.25	
	PDL	618.55	804.10	
	BC6	448.95	583.65	
	BC7	439.45	571.30	
	ET1	448.95	583.65	
	ET2	448.95	583.65	
Training Room				
	CP5	525.75	683.50	
	PO3	629.40	818.20	
	PO1	399.00	518.70	
	WD2	462.45	601.20	
	JD6	757.00	984.10	
Lateral Files				
	L26	556.50	723.45	
	L27	525.75	683.50	
Refrigerator				
	R1Q	366.50	476.45	

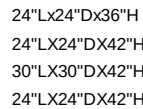
PEDESTALS



COLOR



SIZE



PMB36



PDL



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Subtotal	\$
6.000% Tax*	\$
Amount Due:	\$



Shepard Exposition Services

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Exhibit Solutions Sales Fax: 404-720-8757

Exhibit Solutions Email: ESSRentals@shepardes.com

INLINE BOOTH RENTALS

ASPPA Annual Conference

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EXHIBIT SOLUTIONS INLINE BOOTH RENTALS

Let our Exhibit Solutions team make Exhibiting EZ with a Turnkey Rental Booth!!

- *Custom Design for Rentals
- *Onsite Logistics Management
- *Freight Management
- *Graphic Development/Printing
- *Installation/Dismantle
- *Custom Furniture Rental

Please visit us online for additional options and information: <http://www.shepardes.com/shep-gallery.html>

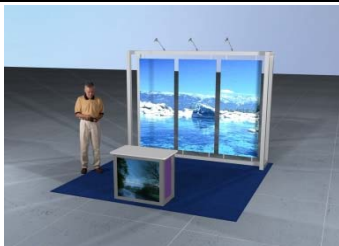
The Eddie



Qty.	Description	Discount	Regular
	10' x 10'	3216.25	4181.15
	10' x 20'	5237.50	6808.75
Subtotal			

(66470, 66471)

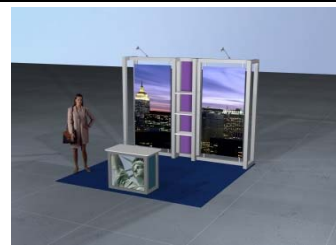
The Jonathon



Qty.	Description	Discount	Regular
	10' x 10'	2243.75	2916.90
	10' x 20'	3927.50	5105.75
Subtotal			

(66474, 66475)

The Pierce



Qty.	Description	Discount	Regular
	10' x 10'	2783.15	3618.10
	10' x 20'	5284.40	6869.70
Subtotal			

(66477, 66478)

The Madison



Qty.	Description	Discount	Regular
	10' x 10'	3375.00	4387.50
	10' x 20'	4000.00	5200.00
Subtotal			

(66484, 66485)

The Grant



Qty.	Description	Discount	Regular
	10' x 10'	3562.50	4631.25
	10' x 20'	4937.50	6418.75
Subtotal			

(66486, 66487)

The Harrison



Qty.	Description	Discount	Regular
	10' x 10'	3275.00	4257.50
	10' x 20'	4812.50	6256.25
Subtotal			

(66492, 66493)

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****Please Note**** Carpet is not included. To order please refer to the Carpet & Cleaning form.

Please fax completed form to Exhibit Solutions Department at 404-720-8757.

Please complete the following:

Company Name:	_____	Booth #:	_____	Subtotal	\$
Contact Name:	_____	Phone #:	_____	6.000% Tax:	\$
Authorized Signature:	_____			Amount Due:	\$

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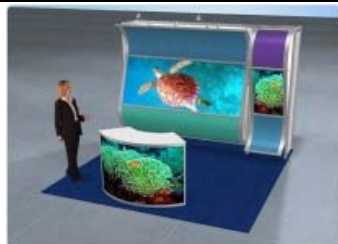
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The Jackson



Qty.	Description	Discount	Regular
	10' x 10'	3493.75	4541.90
	10' x 20'	5281.25	6865.65
Subtotal			

(66490, 66491)

The Lincoln



Qty.	Description	Discount	Regular
	10' x 10'	3312.50	4306.25
	10' x 20'	4562.50	5931.25
Subtotal			

(66482, 66483)

The Roosevelt



Qty.	Description	Discount	Regular
	10' x 10'	3468.75	4509.40
	10' x 20'	5500.00	7150.00
Subtotal			

(66488, 66489)

The Lucy



Qty.	Description	Discount	Regular
	10' x 10'	2062.50	2681.25
Subtotal			

(66473)

The Dale



Qty.	Description	Discount	Regular
	10' x 10'	3600.00	4680.00
Subtotal			

(66481)

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Please complete the following:

Company Name: _____ Booth #: _____

Contact Name: _____ Phone #: _____

Authorized Signature: _____

Subtotal	\$
6.000% Tax*	\$
Amount Due:	\$

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ISLAND BOOTH RENTALS

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EXHIBIT SOLUTIONS ISLAND BOOTH RENTALS

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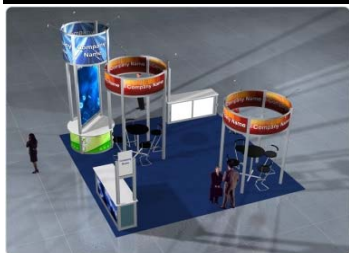
The Monroe



Qty.	Description	Discount	Regular
	20' x 20'	8187.50	10643.75
Subtotal			

(66494)

The Jefferson



Qty.	Description	Discount	Regular
	20' x 20'	12187.50	15843.75
Subtotal			

(66498)

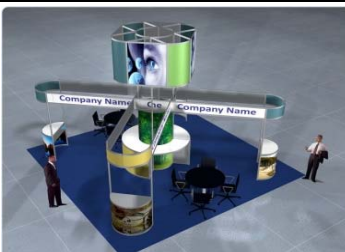
The Taylor



Qty.	Description	Discount	Regular
	20' x 20'	11450.00	14885.00
Subtotal			

(66480)

The Washington



Qty.	Description	Discount	Regular
	20' x 20'	11750.00	15275.00
Subtotal			

(66368)

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Company Name: _____	Booth #: _____	Subtotal \$
Contact Name: _____	Phone #: _____	6.000% Tax*: \$
Authorized Signature: _____		Amount Due: \$

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The Adams



Qty.	Description	Discount	Regular
	20' x 20'	11875.00	15437.50
Subtotal			

(66497)

The Tyler



Qty.	Description	Discount	Regular
	20' x 20'	8743.75	11366.90
Subtotal			

(66495)

The Garfield



Qty.	Description	Discount	Regular
	20' x 20'	8562.50	11131.25
Subtotal			

(66496)

The Cleveland



Qty.	Description	Discount	Regular
	20' x 20'	12750.00	16575.00
Subtotal			

(66499)

All Exhibit Booth Rentals include installation/dismantling and graphic panels as shown for print-ready graphics. If graphics submitted are not print-ready, additional fees may apply. Please contact the Exhibit Solutions Department with any questions at 404-720-8652.

****Please Note**** Carpet is not included, to order please refer to the Carpet & Cleaning form.

Please fax completed form to Exhibit Solutions Department at 404-720-8757.

Please complete the following:

Company Name: _____	Booth #: _____	Subtotal \$
Contact Name: _____	Phone #: _____	6.000% Tax*: \$
Authorized Signature: _____		Amount Due: \$

Signature also indicates you read and accept the Payment Policy and Terms and Conditions.

Must order by discount deadline date to receive discounted pricing. Payment Authorization must be completed and returned with order.

There are no exchanges or refunds once item has been delivered to your booth. Cancellation must be received in writing 48 hours prior to first exhibitor move-in day. Rental items not ordered and found in use in your booth are subject to "Regular" rate billing.

* All tax rates are subject to change.



Shepard Exposition Services

1531 Carroll Drive, NW Atlanta, GA 30318

Exhibit Solutions Sales Phone: 404-720-8652

Exhibit Solutions Sales Fax: 404-720-8757

Exhibit Solutions Email: ESSRentals@shepardes.com

EXHIBIT RENTAL ACCESSORIES

ASPPA Annual Conference

October 26 - 28, 2014

Gaylord National Hotel & Convention Center - National Harbor, Maryland

Event Code: M190701014

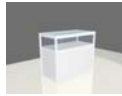
Discount Deadline: September 26, 2014

SHOWCASES AND LOCKING CABINETS



Quartermview Showcase

4' 6" W x 1' 9" D x 3' 3" H



Square Showcase

1' 9" W x 1' 9" D x 7' H



LC3

3' 9" W x 2' 3" D x 3' 6" H



Showcases					
Code	Qty.	Description	Discount	Regular	Amount
66270		Quartermview	1066.90	1386.95	
Please choose metal color: ☐ Black (06) ☐ White (03) ☐ Silver (15)					
66272		Square	1151.45	1496.90	
Please choose metal color: ☐ Black (06) ☐ White (03) ☐ Silver (15)					



LC1 - 1 meter wide

3' 6" W x 1' 9" D x 3' 6" H

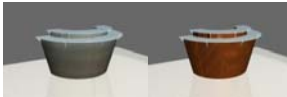


LC2 - 1.5 meters wide

5' W x 1' 9" D x 3' 6" H

Locking Cabinets					
Code	Qty.	Description	Discount	Regular	Amount
66282		LC1	790.70	1027.90	
Please choose metal color: ☐ Black (06) ☐ White (03) ☐ Silver (15)					
66283		LC2	959.55	1247.40	
Please choose metal color: ☐ Black (06) ☐ White (03) ☐ Silver (15)					
66284		LC3	583.30	758.30	
Please choose panel color: ☐ Black (06) ☐ White (03)					

RECEPTION COUNTERS AND COMPUTER STANDS



RC1

7' 9" W x 3' 5" D x 3' 9" H



RC2

4' 9" W x 2' 3" D x 3' 3" H



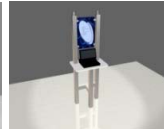
RC3

5' 3" W x 3' 3" D x 3' 6" H



CS1

CS1 - 3' W x 1' 9" D x 6' 3" H



CS2

CS2 - 2' 3" W x 1' 6" D x 6' 3" H

Reception Counters and Computer Stands					
Code	Qty	Description	Discount	Regular	Amount
66274		RC1	2200.45	2860.60	
Please choose metal color: ☐ Chrome (CH) ☐ Wood (W)					
66275		RC2	813.20	1057.15	
Please choose metal color: ☐ Black (06) ☐ White (03) ☐ Silver (15)					
66276		RC3*	1763.95	2293.15	
66285		CS1*	1025.90	1333.65	
66286		CS2	597.90	777.25	

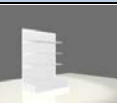
*Item includes graphics. A Shepard Representative will contact you with art requirements.

PRODUCT DISPLAY AND TRAFFIC BUILDERS

Product Display					
Code	Qty	Description	Discount	Regular	Amount
66277		Gondola	565.00	734.50	
Please choose metal color: ☐ Black (06) ☐ White (03) ☐ Silver (15)					
66278		GL1*	997.90	1297.25	
66279		GL2*	944.20	1227.45	

*Item includes graphics. A Shepard Representative will contact you with art requirements.

Phone Charging Station					
Code	Qty	Description	Discount	Regular	Amount
66430		Phone Station	1812.50	2356.25	



Gondola

3' 6" W x 1' 9" D x 5' H



GL1

GL1 - 5' 4" W x 1' 3" D x 8' H

GL2

GL2 - 4' 3" W x 1' 3" D x 7' H



Please note that electrical services must be ordered separately. You may find the forms in the Utilities section of the service manual.

Please fax completed form to the Exhibit Solutions Department at 404-720-8757.

Please complete the following:

Company Name:	Booth #:	Subtotal:	\$
Contact Name:	Phone #:	6.000% Tax*:	\$
Authorized Signature:		Amount Due:	\$

Signature also indicates you read and accept the Payment Policy and Terms and Conditions.

Must order by discount deadline date to receive discounted pricing. Payment Authorization must be completed and returned with order.

There are no exchanges or refunds once item has been delivered to your booth. Cancellation must be received in writing 48 hours prior to first exhibitor move-in day. Rental items not ordered and found in use in your booth are subject to "Regular" rate billing.

* All tax rates are subject to change.

**Shepard Exposition Services**

4710 Trident Court, Baltimore, MD 21227

Customer Service Phone: (410) 737-9270

Customer Service Fax: (410) 737-9274

Customer Service Email: baltimore@shepardes.com

SIGN ORDER FORM

ASPPA Annual Conference

October 26 - 28, 2014**Gaylord National Hotel & Convention Center - National Harbor, Maryland**

Event Code: M190701014

Discount Deadline: October 3, 2014**SIGNS, BANNERS AND ACCESSORIES**

Code	Qty.	Description	Discount	Regular	Amount
Standard Foamcore Signs, Single-sided					
70009		Vertical, 22" x 28"	169.05	219.75	
70010		Horz., 22" x 28"	169.05	219.75	
70011		Vertical, 28" x 44"	257.65	334.95	
70012		Horz., 28" x 44"	257.65	334.95	
70025		Meterboard, 39" x 90.75"	521.40	677.80	
Accessories					
70017		Blank Foamcore, 4' x 8'	45.95	59.75	
70021		Velcro, per ft, min. 5 ft.	3.00	3.90	

Code	Qty.	Description	Discount	Regular	Amount
Vinyl Banners with Digital Printing					
70065		grommets, per sq. ft.-Vertical	21.45	27.90	
70071		grommets, per sq. ft. - Horizontal	21.45	27.90	
70066		Pockets, per sq. ft. - Vertical	23.05	29.95	
70072		Pockets, per sq. ft. - Horizontal	23.05	29.95	

Code	Qty.	Description	Discount	Regular	Amount
Replacement ID Sign - Cardstock					
70004		7" x 44" Horz.	50.55	65.70	

Sign prices are based on customer supplying print-ready graphics in the requested format (see below).

Please complete the following:

Company Name: _____**Booth #:** _____**Contact Name:** _____**Phone #:** _____**Authorized Signature:** _____

Subtotal \$

6.000% Tax*: \$

Amount Due: \$

Signature also indicates you read and accept the Payment Policy and Terms and Conditions.

Must order by discount deadline date to receive discounted pricing. Payment Authorization must be completed and returned with order.

Graphic files/requests must be received by discount deadline date to qualify for discounted prices.

There are no exchanges or refunds once sign has been ordered and processed.

* All tax rates are subject to change.

SIGN SUBMISSION INFORMATION**Please follow these requests, so Shepard can provide the highest of quality signs for your show.****File Submission Media**

- ~ CD-ROM
- ~ Email attachment (4 mgs or smaller only)
- ~ FTP (.zip compression), call for FTP information

When sending disks, please label them with the following:

Exhibitor Co. Name, Booth #, Show Name, Show Date

Acceptable Software & Formats

- ~ Adobe Illustrator (AI/EPS), InDesign, Photoshop & Acrobat
- ~ Files should be formatted in high-resolution quality, 100-300 dpi
- ~ Vector-based artwork preferred with fonts converted to outline

Artwork Dimensions & Color Specifications

- ~ All artwork submitted should be created at 100% actual size or in 10% reduction increments (please indicate scale used)
- ~ Specify target colors as PMS C or U, and send us 100% accurate proofs with your disk. (Color variations may occur due to output devices.)

Other Graphic Services Available

- ~ Artwork/graphic design services (70067)
- ~ Logo reproduction (70052)
- ~ Special artwork mounting (70069)

Please note: If customer-provided graphic files are not to exact specifications/requirements, a design-time surcharge will apply.



Shepard Exposition Services
 4710 Trident Court, Baltimore, MD 21227
 Customer Service Phone: (410) 737-9270
 Customer Service Fax: (410) 737-9274
 Customer Service Email: baltimore@shepardes.com

LABOR ORDER FORM

ASPPA Annual Conference

October 26 - 28, 2014

Gaylord National Hotel & Convention Center - National Harbor, Maryland

Event Code: M190701014

Discount Deadline: October 3, 2014

INSTALLATION & DISMANTLING LABOR ESTIMATE AND QUESTIONNAIRE

Please complete the following:

How many laborers will you require? _____ Installation _____ Dismantling
 Date of installation: _____ Requested start time: _____ Est. Hours _____
 Date of dismantling: _____ Requested start time: _____ Est. Hours _____

I will need Shepard Supervised Labor for (please check one):

☐ Installation ☐ Dismantling ☐ Both Install/Dismantle

I will need Exhibitor Supervised Labor for (please check one):

☐ Installation ☐ Dismantling ☐ Both Install/Dismantle

Code	Qty.	Item	Discount	Regular	Sup. Fee	Amount
Shepard Supervised Labor (Exhibitor not present)						
68066		ST	96.00	124.80	30% **	
68067		OT	144.00	187.20	30% **	
68068		DT	192.00	249.60	30% **	

****Supervisory fee is 30% of total cost or \$60, whichever is greater.**

Code	Qty.	Item	Discount	Regular	Amount
Exhibitor Supervised Labor					
68060		ST	96.00	124.80	
68061		OT	144.00	187.20	
68062		DT	192.00	249.60	

Dismantle: 68063/68064/68065

Sup install: 68069 Sup dismantle: 68073

*** Please note - when ordering dismantle labor, due to show break down and returning empties to your booth, labor ordered through Shepard at the close of the event may not be available until one hour after show close.**

Labor Hours

ST - Straight time: Monday-Friday, 8:00 AM - 4:30 PM
 OT - Overtime: Monday-Friday, after 4:30 PM; All Saturday & Sunday
 DT - Double time: All other hours and holidays, including Union holidays

If you are shipping carpet to the show and require Shepard to install it for you, please complete the following:

Exhibitor-Owned Carpet Installation/Dismantling					
68080		SQ. FT.	1.00	1.30	
68079		MINIMUM	192.00	249.60	

Booth size: _____ ft. x _____ ft. = _____
 Carpet install date/time: _____

Please note: - Hours are based on estimates, you will be invoiced for actual time incurred.
 - Requested times are not guaranteed and are based on availability.
 - Minimum one hour will be charged. Additional time will be billed in in half-hour increments.

Subtotal	\$
N/A Tax*	\$
Amount Due:	\$

SHEPARD SUPERVISION INFORMATION

Please complete this section if you have chosen Shepard to supervise your installation and/or dismantling.

Inbound Freight Information

Carrier Company Name: _____
 # of pieces: _____ Weight of Shipment: _____
 Is shipment? ☐ Crated ☐ Uncrated
 Tracking/Pro #: _____
 Estimated arrival date: _____
 Shipment to arrive at: ☐ Warehouse ☐ Show site

Set-up Information for Installation

Please check all that apply and provide information where requested.

Booth Size: x
 Forklift required? ☐ Yes ☐ No
 Carpet is? ☐ owned ☐ rented from Shepard
 Carpet padding? ☐ Yes ☐ No
 Drawings are? ☐ Faxed to Shepard ☐ Shipped w/exhibit crates

On-site Exhibitor Contact Information

Name: _____ Phone #: _____
 Hotel: _____
 Arrival date/time: _____
 Departure date/time: _____

Please complete the following: **Company Name:** _____ **Booth #:** _____
Contact Name: _____ **Phone #:** _____
Authorized Signature: _____

Signature also indicates you read and accept the Payment Policy and Terms and Conditions.

Must order by discount deadline date to receive discounted pricing. Payment Authorization must be completed and returned with order.
 Orders cancelled without written 48-hour notice will be charged a one (1) hour cancellation fee.

* All tax rates are subject to change.

Outbound Freight Information

Carrier Company Name: _____
 Deliver Shipment To: _____
 Address: _____
 City, ST, Zip: _____
 Type of Service (air, van line, ground, etc.): _____
If for any reason your shipment is not picked up by your carrier, please choose one of the following options:
 Force freight through preferred carrier: ☐
 Send shipment back to Shepard warehouse: ☐ (\$400 min. fee)

Services You Have Ordered (please check all that apply)

☐ Electrical ☐ Furniture ☐ A/V Equipment
☐ Booth Cleaning ☐ Telephone/Internet

Electrical Information:

☐ Electrical should go under the carpet (diagram is attached)
☐ Electrical drawings are attached
☐ Electrical drawings are with exhibit in crate number
☐ Electrical drawings were sent to the official contractor



SHEPARD LOGISTICS SERVICES

Shepard Exposition Services

1531 Carroll Drive, NW Atlanta, GA 30318

Shepard Logistics Phone: 888-568-8858

Shepard Logistics Fax: 404-720-8733

Shepard Logistics Email: logistics@shepardes.com

ASPPA Annual Conference

October 26 - 28, 2014

Gaylord National Hotel & Convention Center - National Harbor, Maryland

Event Code: M190701014

COMPLETE THIS FORM ONLY IF YOU ARE SHIPPING YOUR EXHIBIT MATERIALS BY SHEPARD LOGISTICS SERVICES

EXHIBIT MATERIALS TRANSPORTATION

INBOUND PICK UP LOCATION INFORMATION

• Payment Authorization form must be on file to pick up as charges will be included on your show services invoice.

Requested Pick Up Date: _____

Hours of Operation: _____

Company _____

Address _____

(City) _____

(State) _____

(Zip) _____

SHIP TO

☐ I will be shipping to the **WAREHOUSE**
(Company Name, Booth #)

ASPPA Annual Conference
c/o Shepard Exposition Services
4710 Trident Court
Baltimore, MD 21227

Warehouse Deadline October 17, 2014
Date

SHIPPING INFORMATION

Items to be shipped

Number of Pieces

Est. Weight

Crates

Cartons (cardboard)

Cases/Trunks (fiber) (color) _____

Skids/Pallets

Carpet (color) _____

Other _____

Total Pieces

Total Wt.

Size of largest piece: L _____ W _____ H _____

Loading Dock ☐ Yes ☐ No Lift Gate _____

Residential _____ Inside Pick up _____ Inside Delivery _____

Special Instructions: _____

OUTBOUND SHIPPING INFORMATION

☐ I would like to schedule Outbound Transportation. Please provide me with a Material Handling Agreement at show site for my shipping instructions and signature. So we may deliver your Outbound Material Handling Agreement and labels, please complete the following information.

Ship to Address:

Contact Name: _____

Phone: _____

Deliver By Date: _____

Number of labels: _____

Special Instructions: _____

TYPE OF SERVICE - Choose One

☐ Next Day Air

☐ 2nd Day Air

Service via Air Transportation is charged based on Dimensional weight or Actual weight whichever is greater.

☐ Standard Ground

☐ Other (Truck Load, Specialized)

TRANSPORTATION CHARGES

Charges for transportation services provided by Shepard shall be billed to the Credit Card on file.

Type Card



Credit Card #:

Expiration Date:

Security Code:

Billing Address:

City, ST, Zip:

Name on Card:

Authorized Signature: _____

FAX COMPLETED FORM TO 404-720-8733

A REPRESENTATIVE FROM SHEPARD LOGISTICS WILL CONFIRM RECEIPT OF YOUR EXHIBIT TRANSPORTATION REQUEST.

Please complete the following:

Exhibiting Co. Name: _____

Booth #: _____

Contact Name: _____

Phone #: _____

Email: _____

Fax #: _____

Authorized Signature: _____

Signature indicates you have read and accept the Payment Policy and Terms and Conditions.



Shepard Logistics

Complete Transportation Services

Advantages of Shepard Logistics

- 10% material handling discount for round trip SLS customer shipments
- Volume discounting for larger shipments
- Guaranteed price quotes online with online booking and scheduled pick-up
- Preferred and confirmed target times inbound
- Pre-printed bills and shipping labels correctly formatted inbound or outbound
- Free 30-day pre-event storage charges
- Ship direct to show site and avoid warehouse charges when facility permits
- Automated tracking and delivery status reports via email
- No driver waiting time charges inbound or outbound
- No additional trade show fees
- Priority Empty Return Labels to all inbound Logistics Customers
- Guaranteed pick-up outbound from show, with immediate loading following empty return
- Guaranteed on-time delivery to destination city, facility, or warehouse or it is free



Benefits of Shepard Logistics

- Security; immediate outbound loading reduces risk of pilferage or misloading
- Convenience; less paperwork and less tracking
- Efficiency; scheduling travel, labor reliably, and possibly avoiding weekend overtime charges inbound
- Cost Saving; discounting of material handling charge

To take full advantage of the Shepard Advantage, contact

888.568.8858

logistics@shepardes.com



SHIPPING LABELS

ASPPA Annual Conference

ADVANCE SHIPPING ADDRESS LABELS

R U S H	
	ADVANCE WAREHOUSE
	TO: _____ (EXHIBITING CO. NAME)
	Booth #: _____
	c/o Shepard Exposition Services
	4710 Trident Court Baltimore, MD 21227
	Delivery Hours: M-F, 8-4:30 PM
	For: ASPPA Annual Conference
	First day freight can arrive w/o a surcharge: September 26, 2014
	Last day freight can arrive w/o a surcharge: October 17, 2014

R U S H	
	ADVANCE WAREHOUSE
	TO: _____ (EXHIBITING CO. NAME)
	Booth #: _____
	c/o Shepard Exposition Services
	4710 Trident Court Baltimore, MD 21227
	Delivery Hours: M-F, 8-4:30 PM
	For: ASPPA Annual Conference
	First day freight can arrive w/o a surcharge: September 26, 2014
	Last day freight can arrive w/o a surcharge: October 17, 2014

**Shepard Exposition Services**

4710 Trident Court, Baltimore, MD 21227

Customer Service Phone: (410) 737-9270

Customer Service Fax: (410) 737-9274

Customer Service Email: baltimore@shepardes.com

MATERIAL HANDLING AUTHORIZATION

ASPPA Annual Conference**October 26 - 28, 2014****Gaylord National Hotel & Convention Center - National Harbor, Maryland**

Event Code: M190701014

SHIPMENT INFORMATION**Please complete the following information:**We plan to ship to: ☐ Advance Warehouse ☐ Direct to Show Site

We plan to ship on (date): _____

Our materials should arrive on (date): _____

Carrier Name: _____ Pro #: _____

Origin of Shipment (city, state): _____

Please provide a contact name and number for any questions Shepard may have in regards to this shipment:

Name: _____ Phone: _____

Please indicate number of pieces and the estimated weight:

# of Pieces	Description	Weight
	Crates	
	Cartons	
	Cases	
	Carpet	
	Miscellaneous	
Total Weight		

MATERIAL HANDLING RATES AND ESTIMATE WORKSHEET**SHIP WITH SHEPARD LOGISTICS AND RECEIVE A 10% DISCOUNT ON MATERIAL HANDLING WITH *Signature Series Shipping*.**

To set up your *Signature Series Shipping*, please call 888-568-8858, or complete the Shepard Logistics Order Form included in this manual. *Signature Series Shipping* does not apply to shipments considered small package, local or shipments over 10,000 lbs.

Roundtrip SLS shipping is required to qualify for *Signature Series Shipping*.

COMPUTATION OF MATERIAL HANDLING SERVICES

The following services, whether used completely, or in part, are offered as a package. When recording weight, round up to the next 100 lbs. For example: 285 lbs. = 300 lbs./100 lbs. = 3 X RATE = \$ Amount or minimum charge, whichever is greater.

Standard Material Handling				
Weight	Description		Price	Total
Advance Shipments to Warehouse				
	\$151.50	\$197.00		
	Crated	Special Handling		
35010 / 35013		35036		
Pieces	Small Packages (FedEx/UPS/DHL under 30 lbs.)			
	\$75.75	\$151.50		
	Each carton	Min. per shipment		
35048		35045		

Signature Series Material Handling				
Weight	Description		Price	Total
Advance Shipments to Warehouse				
	\$136.25	\$177.25		
	Crated	Special Handling		
35393 / 35397		35392 / 35401		
Overtime				
	Overtime: 30% fee for every overtime application		30%	

RATES ARE PER 100 LBS. WITH A 200 LB. MINIMUM

For credit card payments, please complete the payment authorization form. Any additional overtime charges will be invoiced at show site and are subject to change pending move-in/move-out schedule.

Subtotal	\$
N/A Tax*	\$
Amount Due:	\$

We understand that your calculation is only an estimate. Invoicing will be calculated from actual certified weight ticket or reweigh ticket on inbound material handling receiving report. Adjustments will be made accordingly. Any adjustments to charges must be made at show site.

Single pieces weighing more than 5000 pounds CANNOT be accepted at the warehouse. Loose, easily damaged, uncrated, or blanket-wrapped shipments should be shipped directly to the show site.

If you have any questions about material handling, please contact Shepard Customer Service department.

Please complete the following:

Company Name: _____ **Booth #:** _____

Contact Name: _____ **Phone #:** _____

Authorized Signature: _____

Shepard Exposition Services is authorized to perform material handling services on behalf of the exhibiting company named above. Signature also indicates you have read and accept the Payment Policy and Terms and Conditions, sign and return to Shepard.

Payment Authorization must be completed and returned with Material Handling Worksheet. Other charges may apply, please review Material Handling Information form included in this manual.

* All tax rates are subject to change.



Shepard Exposition Services

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Customer Service Phone: (410) 737-9270

Customer Service Fax: (410) 737-9274

Customer Service Email: baltimore@shepardes.com

STORAGE AUTHORIZATION FORM

ASPPA Annual Conference

October 26 - 28, 2014

Gaylord National Hotel & Convention Center - National Harbor, Maryland

Event Code: M190701014

STORAGE AUTHORIZATION

Please fill out the information below:

Company Name: _____ Booth #: _____

Contact Name: _____ Phone #: _____

- For liability reasons, only shipments for which material handling drayage charges have been paid to Shepard will be eligible for Shepard storage services.
- All packages must be properly packed & labeled. Shepard Exposition Services' limit of liability will be **\$5.00 per pound or \$500.00 per package or container**, whichever is less. No uncrated material will be accepted at the warehouse.

SHOWSITE STORAGE

☐ **Secured Storage:** Materials will be placed into secured storage and will be returned to your booth after the close of the show. The materials will be accessible during the show by Shepard personnel only. A minimum one-hour material handling labor charge at show rates will apply each time material is handled to or from storage. There is no charge to return materials to your booth at the close of the show. **Secured storage rates are eighty (80) cents per square foot per day (\$20.00 Minimum).**

(35400)

☐ **Accessible Storage:** Materials in accessible storage will be accessible during the show but not necessarily by exhibitors. When Shepard personnel are required to move materials into or out of storage, will be billed at the material handling labor rates each time material is moved. **(\$100.00 Minimum)**

There will be no charge to return material to the booth at the close of the show. Accessible storage is not considered secure and is stored at the sole risk of the Exhibitor.

(35166)

POST SHOW TRANSPORTATION AND HANDLING

Shepard Exposition Services will store your shipments in our warehouse both before and after your event. Please take note of the important information below.

All shipments selected to be returned to warehouse are subject to applicable transportation and handling fees. Please note that Onsite Material Handling Fees do not include transportation or handling to and from the warehouse.

☐ **Return to Warehouse Service Fee:** At the customer's request, each shipment returned to the Shepard warehouse will incur the following charge: **\$20.00 per cwt. (\$400.00 min.)** (35005)

☐ **Storage per Month Service Fee:** Monthly storage is **\$10.00 per cwt per month (\$100.00 min.)**. Storage fee will automatically be charged for shipments that are returned to Warehouse and stored in excess of three (3) business days.
(Monthly storage is charged the current year.) (35006)

Special instructions or remarks:

Where will your shipments be going AFTER they have been stored?

☐ Shipped to another destination as arranged via Shepard Logistics Services

☐ Transport to another SES show: _____ Delivery Date: _____

☐ Pick-up arranged with another carrier

Please complete the following:

Company Name: _____ Booth #: _____

Contact Name: _____ Phone #: _____

Authorized Signature: _____

Signature also indicates you read and accept the Payment Policy and Terms and Conditions.

Must order by discount deadline date to receive discounted pricing. Payment Authorization must be completed and returned with order.

There are no exchanges or refunds once item has been delivered to your booth. Cancellation must be received in writing 48 hours prior to first exhibitor move-in day. Rental items not ordered and found in use in your booth are subject to "Regular" rate billing.

* All tax rates are subject to change.



Shepard Exposition Services

4710 Trident Court, Baltimore, MD 21227

Customer Service Phone: (410) 737-9270

Customer Service Email: baltimore@shepardes.com

MATERIAL HANDLING INFORMATION

ASPPA Annual Conference

MATERIAL HANDLING INFORMATION & ADDITIONAL CHARGES

SPECIAL HANDLING

Rate as shown on Material Handling Authorization Form

The standard material handling applies to shipments that cannot be readily handled off or onto a truck using a conventional forklift or pallet jack equipment without rehandling. A special handling charge applies if your shipment requires extra labor for stacking or unstacking containers on a truck (cubic loading), tarping or untarping freight or containers, rigging pieces for loading or unloading on a truck or from the ground, loading or unloading materials in a freight elevator, or other circumstances requiring the rehandling of materials including but not limited to freight on the truck needing to be unloaded in a specific order/orientation or requires freight on the truck to be moved to unload actual delivery.

OVERTIME

Surcharge: 30%

35301

Based on show move-in/move-out schedule and/or late driver check-in, an overtime surcharge per occurrence applies to shipments handled at show site during overtime hours. Your advance warehouse shipments may be received during straight time, but due to scheduling conflicts beyond Shepard's control may be moved into the exhibit hall on overtime. Any additional overtime charges will be invoiced at show site and are subject to change pending move-in/move-out schedules. Handling times will be documented on shipping documents. Drivers picking up outbound shipments will be sequenced for loading ONLY after a bill of lading is submitted to the Shepard Service Desk AND the driver has checked in.

WAREHOUSE OVERTIME

Warehouse Material Handling rates may be subject to inbound overtime fees should the move-in schedule dictate overtime is required to deliver all warehouse freight prior to the beginning of exhibitor move-in. This would also be true if freight was received after hours at the warehouse trapping facility.

EARLY/LATE SHIPMENTS TO WAREHOUSE

Surcharge: 25%

35003

A surcharge will apply to shipments not arriving within the published dates (refer to Show Information page for dates) for advance warehouse or arriving on show site after show opening.

UNCRATED SHIPMENTS

Rate as shown on Material Handling Authorization Form

An additional charge of 50% (or as stated on Material Handling Authorization page) of the applicable material handling charge at the time of delivery shall be charged for all loose, uncrated, or unprotected shipments received at the show site docks. The charge is a one-time charge that includes both move-in and move-out of the show, and is based on the weight of the shipment handled.

OFF-TARGET DELIVERIES

Surcharge: 15%

35004

For targeted shows (exhibitors who received/requested a Targeted Date/Time), a surcharge will apply if shipment is not delivered (or carrier has not checked in) during assigned target date/time.

MARSHALING YARD

Surcharge: \$30 per Shipment

35250

Where Shepard Exposition Services as the show contractor must lease space for marshaling yard operations because no space is provided by the facility, Shepard may charge a one time fee per shipment processed inbound and/or outbound through the marshaling yard.

REWEIGH OF SHIPMENTS

Surcharge: \$25.00 per forklift load

35282

An additional charge per forklift load will be applied to shipments that have to be reweighed at the dock due to the lack of a certified weight ticket, or an incorrect or understated weight on a delivery document.

EMPTY CRATE STORAGE

Surcharge: \$10.00 per piece, Minimum \$40.00

35105

A charge per crate, carton or skid applies when Shepard handles the storage and return of empties from a shipment not received by Shepard and therefore not subject to material handling charges.

SMALL PACKAGE CONSOLIDATION

Cartons weighing 30lbs or less will qualify for the small package rate. Should one delivery contain 15 or more small packages, it can be consolidated and charged as standard material handling for a lower rate. Packages exceeding 30lbs will be billed standard Material Handling fees at the prevailing show rates.

ENVELOPE DELIVERIES

Surcharge: \$10.50 per envelope

35007

During show hours at the show facility, a charge will apply to receiving and delivering envelope packages to your booth.

MOBILE SPOTTING FEE

Surcharge: \$150.00 round trip

35106

Vehicles operated by exhibitors may be allowed on the exhibit hall floor for loading or unloading, if Shepard determines such activity to be operationally feasible and safe. All vehicles operated on the exhibit hall floor must be escorted by Shepard personnel. In such cases, a MOBILE SPOTTING FEE will be charged. All local fire marshal rules and regulations apply. Please call customer service for details.

If you have any questions about material handling, please contact Shepard Customer Service department.



MATERIAL HANDLING 101

ASPPA Annual Conference

MATERIAL HANDLING Q&A

What is material handling (also referred to as drayage)?

Material handling is the process of unloading your freight from your shipping carrier, either at the warehouse or show site, delivering it to your booth, storing your empty containers (empties) if required, returning of your empties at the close of show, and then reloading your freight back onto your shipping carrier.

What is the definition of "freight"?

Any exhibit materials that are shipped or delivered to the advance warehouse or show facility via shipping carrier, POV, or delivery truck.

What is a "certified weight ticket"?

A printed weight ticket from a scale certified or inspected by a government authority such as the Dept. of Agriculture, indicating the date weighed, the weight of the shipment and the vehicle ID of the unit being weighed.

IMPORTANT FACTS ABOUT ADVANCE SHIPMENTS

What are advance shipments?

All shipments that are addressed to the advance warehouse address (please refer to "Advance Warehouse" shipping labels included in this manual).

Shepard will begin accepting your shipments 30 days prior to first show open day (date may vary depending on show schedule).

The warehouse will receive shipments Monday-Friday, 8:00am - 4:00pm, excluding holidays.

Shipments must arrive by advance warehouse deadline date to avoid a late surcharge. (Please refer to the "Show Information" page included with this manual for deadline date.)

Crates, cartons, skids, fibercases, and carpets can be accepted at the warehouse, but DO NOT ship crates weighing over 5,000 lbs., loose/uncrated shipments and/or machinery to warehouse. You must ship those items direct to show site.

All shipments must have a bill of lading or delivery slip indicating number of pieces and weight. **Certified weight tickets required.**

All shipments must be prepaid, no collect on delivery shipments will be accepted.

MATERIAL HANDLING CHARGES

What determines how much I'm charged?

Charges are based off the weight from your inbound weight ticket included with your shipment.

How do I calculate material handling charges?

Material handling services, whether used completely, or in part, are offered as a package. When recording weight, round up to the next 100 lbs.

EXAMPLE: 285 lbs. = 300 lbs./100 lbs. = 3 X RATE = \$ Amount or minimum charge, whichever is greater.

Will there be any additional charges?

Additional charges may apply. Please review the Material Handling Authorization and Material Handling Additional Services forms included in the manual for all applicable fees.

SMALL PACKAGES

What are small package carrier shipments?

Shipments that arrive via small package carrier such as FedEx Express Service, UPS small package service, DHL small package service, and other carriers in this category and do not have a **certified weight ticket** included with shipment. This applies to packages weighing under 30 lbs.

How do I calculate my small package carrier shipment?

Charges for small package carrier shipments are based on per carton, per delivery. Example: I'm shipping 3 packages via FedEx, how much will I be charged?

3 x per carton rate = \$ amount charged (plus any additional fees that may apply)

Please be advised that your whole shipment may not arrive to its destination at one time. Therefore you may be charged per each delivery, and minimum charges may apply.

CRATED~UNCRATED~SPECIAL HANDLING

What are CRATED materials?

Materials delivered that are skidded or in a container that can easily be unloaded/reloaded with no special handling required.

What are UNCRATED materials?

Materials delivered that are loose, pad-wrapped or unskidded without proper lifting bars and/or hooks.

What is SPECIAL HANDLING?

Shipments delivered that require extra labor for stacking or unstacking containers on a truck, tarping or untarping freight or containers, or rigging pieces for loading or unloading on a truck or from the ground, or other circumstances requiring the rehandling of materials. Cannot be completed solely with one forklift and operator.

What is the difference between material handling and shipping?

Shipping is the process of carrying your shipment from your location, pick-up area to its destination and also the process of returning your shipment back to your location after the close of the show. **Material handling** begins at the time your shipment arrives to the docks (please refer to "What is material handling?" for the full definition.)

Do I need to order a fork lift to unload or reload my freight?

No, please do not order a forklift for unloading/reloading of your materials.

What does CWT mean?

CWT is an acronym for Century Weight, therefore it means per 100 lbs.

IMPORTANT FACTS ABOUT DIRECT SHIPMENTS

What are direct shipments?

All shipments that are addressed directly to the exhibit facility (please refer to "Direct to Show" shipping labels included in this manual).

Shipments must arrive during published exhibitor move-in times only. Do not ship direct to show site in advance. If delivery cannot be guaranteed to arrive during exhibitor move-in, shipment must go to advance warehouse.

All shipments must have a bill of lading or delivery slip indicating number of pieces and weight. **Certified weight tickets required.**

Crates weighing over 5,000 lbs. or loose/uncrated shipments must be shipped direct to show site to arrive during exhibitor move-in times. All shipments must be prepaid, no collect on delivery shipments will be accepted.

SIGNATURE SERIES SHIPPING

How can I make shipping my show materials easier?

Signature Series Shipping will make it easier with the following benefits:

- ~ Receive a 10% discount off of material handling rates (restrictions apply).
- ~ Worry-free shipping to and from your show.
- ~ Priority Empty Service - priority of empty return at the close of show
- ~ Volume discounted shipping rates
- ~ Charges will be billed to your show invoice-one less invoice/bill to keep track of.
- ~ No driver wait fees.

LIABILITY INSURANCE

What is and why would I need liability insurance?

Accidents happen, therefore, most show organizers and facilities require liability insurance. Please refer to your booth contract for exact minimums required.

Please make sure your materials are covered from the moment they leave your company location to the time they return after the close of the show.

If applicable, included in your manual is information and an application for liability insurance and booth coverage can also be purchased to protect your valuable exhibit materials.

OUTBOUND SHIPMENTS

You must complete a Shepard Material Handling Agreement (MHA) for all outbound shipments. A MHA will be distributed at show site if all services have been paid in full, or you can request one at the customer service desk.

Upon completion of packing and labeling of your materials, complete the bill of lading with all required information, and return to customer service. If you have questions on how to complete your bill of lading, please ask a Shepard customer service representative located at the customer service desk.

If you are NOT using the designated shipping carrier, you must call your carrier with pick-up information. If your carrier fails to pick up your shipment, Shepard will either reroute your freight through the carrier of our choice or return to the local warehouse (whichever is indicated on your MHA).



Shepard Exposition Services

4710 Trident Court, Baltimore, MD 21227

Customer Service Phone: (410) 737-9270

Customer Service Fax: (410) 737-9274

Customer Service Email: baltimore@shepards.com

MOTORIZED UNIT/VEHICLE SPOTTING FEE

ASPPA Annual Conference

October 26 - 28, 2014

Gaylord National Hotel & Convention Center - National Harbor, Maryland

Event Code: M190701014

Discount Deadline: October 3, 2014

MOTORIZED UNIT/VEHICLE SPOTTING FEE

As the Official General Service Contractor, Shepard Exposition Services is responsible for all motorized units/vehicles entering and exiting hall. Vehicles operated by exhibitors may be allowed on the exhibit hall floor for loading or unloading, if Shepard determines such activity to be operationally feasible and safe. All vehicles on the exhibit hall floor must be escorted by Shepard personnel. The Fire Marshal requires SES to verify that the following safety regulations are adhered to:

Less than 1/4 tank of gas

Battery disconnected

Gas tank taped shut

Qty:	Description	Round Trip Surcharge	Total Amount
	Motorized Unit/Vehicle Spotting (35106)	\$150.00	

Subtotal
6.00% Tax
Amount Due

Please complete the following:

Company Name: _____ Booth #: _____
Contact Name: _____ Phone #: _____
Authorized Signature: _____

Shepard Exposition Services is authorized to perform material handling services on behalf of the exhibiting company named above. Signature also indicates you have read and accept the Payment Policy and Terms and Conditions, sign and return to Shepard.

**Shepard Exposition Services**

4710 Trident Court, Baltimore, MD 21227

Customer Service Phone: (410) 737-9270

Customer Service Fax: (410) 737-9274

Customer Service Email: baltimore@shepardes.com

CARTLOAD MATERIAL HANDLING SERVICE

ASPPA Annual Conference**October 26 - 28, 2014****Gaylord National Hotel & Convention Center - National Harbor, Maryland**

Event Code: M190701014

CARTLOAD SERVICE**Cartload service includes one laborer, one cart, one trip per rate listed below.**

Code	# of trips	Item Description	Rate	Amount
ONE-WAY STRAIGHT TIME RATES				
35152		Booth to Dock - ST	40.00	
35151		Dock to Booth - ST	40.00	
ONE- WAY OVERTIME TIME RATES				
35154		Booth to Dock - OT	60.00	
35153		Dock to Booth - OT	60.00	
Subtotal				\$
N/A Tax:				\$
Amount Due:				\$

ST - Straight time: Monday-Friday, 8:00 AM - 4:30 PM

OT - Overtime: Monday-Friday, after 4:30 PM; All Saturday & Sunday

DT - Doubletime: All other hours and holidays, including Union holidays

CARTLOAD SERVICE RESTRICTIONS

Cartload services are provided to those exhibitors arriving in privately-owned vehicles and have small hand-carried items that need to be delivered to and from the dock/booth location.

If you arrive in a truck (such as a U-Haul, Penske, etc.) you will not qualify for this service.

All items must fit on flat bed cart (approximately 3'x4' in size). If items are designated by Shepard personnel to be too large or too heavy, materials will be billed at regular material handling rates.

Please complete the following:

Company Name: _____ **Booth #:** _____
Contact Name: _____ **Phone #:** _____
Authorized Signature: _____

Shepard Exposition Services is authorized to perform material handling services on behalf of the exhibiting company named above.

Signature also indicates you have read and accept the Payment Policy and Terms and Conditions, sign and return to Shepard.



Shepard Exposition Services

4710 Trident Court, Baltimore, MD 21227

Customer Service Phone: (410) 737-9270

Customer Service Fax: (410) 737-9274

Customer Service Email: baltimore@shepardes.com

OUTBOUND BILL OF LADING/SHIPPING LABEL REQUEST

ASPPA Annual Conference

October 26 - 28, 2014

Gaylord National Hotel & Convention Center - National Harbor, Maryland

Event Code: M190701014

PRE-PRINTED OUTBOUND BILL OF LADING AND SHIPPING LABELS

All outbound shipments require a Bill of Lading and shipping labels. Shepard offers complimentary pre-printing of these items. To take advantage of this service, please complete this request and submit by the deadline date above. Your pre-printed BOL and labels will be delivered to your booth prior to the close of the show.

***Note: All third parties must pick up BOL/labels at the Shepard Service Desk.**

SHIP TO ADDRESS:

COMPANY NAME _____

DELIVERY ADDRESS _____

CITY _____ STATE _____ ZIP _____

CONTACT NAME _____ BOOTH _____

Number of Pieces: _____ **Number of Labels Requested:** _____

☐ Crate

☐ Skid

☐ Cases

☐ Carton

Type of Service:

☐ Ground

☐ Overnight

☐ 2nd Day

CARRIER SELECTION

☐ OFFICIAL SHOW CARRIER: SHEPARD LOGISTICS ☐ OTHER: _____

**If selecting a carrier other than Shepard Logistics, you must schedule the pickup.

** If using FedEx or UPS you must have *and apply* their shipping labels

OUTBOUND SHIPMENT REQUIREMENTS:

1. Shepard will print and deliver your BOL with Shipping Labels to your booth prior to the close of the show.
2. Exhibitors must properly package and label all materials.
3. Completed BOL must be turned in to the Shepard Service Desk including piece count and estimated weight.
4. Please see the SES service desk if you do not receive a BOL

TRANSPORTATION CHARGES BILLING ADDRESS:

☐ SAME AS SHIP TO ADDRESS

Company Name _____

Address _____

City _____ State _____ Zip _____

Shipping Options:

Inside Delivery _____ Residential _____ Lift Gate _____ No Loading Docks _____

Please complete the following:

Company Name: _____ **Booth #:** _____

Contact Name: _____ **Phone #:** _____

Authorized Signature: _____

Signature also indicates you read and accept the Payment Policy and Terms and Conditions.



ASPPA Annual Conference

October 26 - 28, 2014

Gaylord National Hotel & Convention Center - National Harbor, Maryland

INSURANCE 4 EXHIBITORS

EXHIBITOR GENERAL LIABILITY INSURANCE PROGRAM

\$1,000,000 Per Occurrence / \$2,000,000 Aggregate

Premium Rates and Benefits - Please check all plan numbers that apply.

____ 1 Day - \$89.00

____ Six Months - \$500.00

____ 2-5 Days - \$109.00

____ Annual - \$950.00

____ 6-30 Days - \$400.00

____ Additional 5% of total premium to increase general aggregate to \$2,000,000

Why wait? Visit our website www.insurance4exhibitors.com/shepard to complete the online application and register in 3 minutes or less or fill out this form and submit via fax. We accept: VISA, MasterCard or American Express.

NAME: _____

CONTACT: _____

PHONE: _____ EMAIL: _____

ADDRESS: _____

Dates of Event: _____ Time(s): _____

Location of Event: _____

Address: _____

Description of Event: _____

Has any prior coverage been cancelled or non-renewed: ☐ Yes ☐ No

If yes, please describe and provide loss history: _____

Name, Address and Relationship of all additional insured to be added to the policy:

1.) _____ 2.) _____ 3.) _____

No coverage is bound until you receive a certificate of insurance and payment is made. Insurance4Exhibitors reserves the right to return your payment and not bind coverage. Coverage and a certificate of insurance will be bound within 1 business day.

This summary of coverage and exclusions is no substitute for reading the entire policy. To receive an entire policy, contact the program administrator.

Any person who knowingly presents a false or fraudulent claim for payment of a loss or benefit or knowingly provides false information on an application for insurance may be guilty of a crime and may be subject to civil fines and criminal penalties. I certify that the above information is true and coverage is not applicable until notified by broker.

☐ Please bill by VISA / MasterCard / AmEx Card # _____

Exp. Date _____ Authorized Amount _____ CID / CIV Code _____

Cardholder Address: _____

Authorized Signature _____

Date _____

Insurance4Exhibitors, 30285 Bruce Industrial Parkway, Suite B, Solon, OH 44139
Phone: 440-349-6650, Fax: 440-815-2154, www.insurance4exhibitors.com

Shepard Glossary

Advanced Freight – Refers to freight that has been sent to Shepard's warehouse prior to the Event move in.

Advance Order – An order for services sent to service contractor prior to installation date.

Aisle Carpet – The carpet that is placed on the Event floor in the aisles to separate the booths.

Back Wall – Refers to the drape used at the rear of a standard booth.

Bill of Lading – A legal document that establishes the terms between the shipper (exhibitor) and transportation company (carrier) for the transport of goods between specified points for a specified charge. A bill of lading is required to be filled out and turned in at the Shepard Service Desk at the close of the show, after the exhibitor is all packed up, in order to Shepard to release the freight to the transportation company (carrier)

Booth Package – This term describes the equipment supplied to exhibitors from show management.

Certified Weight Ticket – Certified weight ticket is a required documented measurement used for shipping exhibit properties. All carriers checking into a Shepard marshaling yard are required to present a certified weight ticket at check in.

Common Carrier – A transportation company moving exhibitor freight, which usually only accepts crated materials that it can consolidate with the properties of other customers into one shipment bound for the same destination. Only Shepard can accept freight from a common carrier.

Corner Booth – An exhibit space with exposure on at least two aisles, usually found at the end of a row of inline booths.

CWT – "Century Weight" or "hundredweight". The total weight of a crate is divided by 100 to obtain billable weight. 51,000 lbs / 100 = 510 cwt

Drayage – The service that includes delivery of materials to an exhibit space, removal of empty crates, storage of crates during the Event, return of crates at the end of the Event, and delivery of materials to the carrier loading area.

DT Labor – Double-time labor, or work performed on double time and charged at twice the published rate.

Empty Sticker – A colored sticker used to mark empty crates and boxes for storage provided in the material handling service. See Service Desk for Empty Stickers.

Exclusive Contractor – One who holds an exclusive contract with a facility or event manager to provide specified services to that facility or Event.

Exhibitor-Approved Contractor (EAC) – Also called an independent contractor, a supplier hired by an exhibitor to perform trade Event services independently of Event management-appointed contractors.

Exhibitor Kit – Also known as a Service Manual, this is package of information that contains all rules, regulations and ordering forms relating to an exhibition, provided to exhibitors by Event management.

Facility Carpeted – Indicates the exhibit hall and/or ballroom in which the Event is taking place is already carpeted.

Floor Order – An order for product or service placed after Advance Deadline therefore not eligible for discounted rates.

Floor Port – A utility box recessed in the floor containing electrical, telephone or plumbing connections.

Freight – Exhibit properties and other materials shipped for an exhibit.

Freight Desk – The area where inbound and outbound exhibit materials are handled at a trade event.

Forklift /Ground Rigging – Handling and assembly of machinery that requires the use of a forklift. This includes positioning and/or re-skidding of exhibitor material, machinery and equipment.

Hard wall – A type of exhibit construction in which walls are made of a solid material, rather than fabric.

I&D – Installation and dismantling of an exhibit by a labor source. Exhibitors may orders this service from the general contractor.

ID Signs – Typically a 7" x 44" cardstock sign that contains exhibitor name and booth number.

In-line – An exhibit that is constructed in a continuous line with other exhibits.

Island Exhibit – An exhibit with aisles on four sides. There is no pipe and drape construction provided to Island booths.

Labor – Contracted workers who perform services. When labor is ordered, hours are based on estimates and will be billed actual time incurred.

Requested times are not guaranteed and are based on availability. Minimum of one hour will be charged. Additional time will be billed in increments. Rates are based on when labor was performed: ST, OT, DT.

Logistics – Point to point transportation services for freight by an appointed carrier.

Marshaling Yard – A lot where trucks gather for orderly dispatch to Event site. When Shepard provides a marshaling yard, all carriers must check in, present a weight ticket, and will be guided to the docks to unload when a space is available. The same is true for the out of the show. Applicable fee applies.

Move In – Refers to the date and time that exhibitors gain access to a facility and are able to begin the construction and/or set up of their booth.

Mobile Spotting Fee – The charge for Shepard personnel to safely guide vehicles operated by exhibitors on the exhibit hall floor when approved by show management and if Shepard determines such activity to be operationally feasible and safe. All vehicles operated on the exhibit hall floor must be escorted by Shepard personnel. All local fire marshal rules and regulations apply. Please call customer service for details.

Move-out – The date/time specified by Event management for dismantling exhibits and clearing the exhibition floor. Also referred to as Tear Down.

Padded Van Shipment – Uncrated goods covered with blankets or other protective padding and shipped via van line.

Perimeter Booth – A booth space on an outside wall.

Pipe and Drape – Tubing covered with draped fabric to make up rails and back wall of a trade show.

Porter Service – A service that includes the emptying of wastebaskets within the booth at specific intervals during the show.

Quad Box – Four electrical outlets in one box provided by the electrical contractor.

Registration – This refers to an area that Event management uses to register and check in Event exhibitors, buyers and attendees. This is the place in which show badges can be obtained.

Rigger – A skilled worker responsible for handling and assembly of machinery.

Right-to-Work state – A state where no person can be denied the right to work because of membership or non-membership in a labor union. See the Union Rules and Regulations within your manual for specific guidelines.

Service Desk – The location at which exhibitors order services.

Side Rails – The wall between two booths used to divide exhibits, typically 3' high.

Skirting – Decorative covering around tables and risers. Tables are skirted on 3 sides unless additional skirting is ordered.

Special Handling: An additional charge that applies to exhibits shipments requiring extra labor, equipment, or time for delivery to exhibit space.

ST labor – Straight time labor, or work performed during normal hours at the standard rate.

Targets – Exhibitor move in date/time prior to general move-in available by appointment only.

Visqueen – A clear heavy plastic sheeting that is placed over exhibiting carpeting after it is laid in order to protect it until show opens.



RULES AND REGULATIONS FOR EXHIBITS AND DISPLAYS

Fax or Mail to: Gaylord National Resort & Convention Center
Attn: Exhibit Service Department
201 Waterfront Street National Harbor Md. 20745
Office: (301)-965-3710
Fax: (301)-965-3797

- A discounted rate is provided to exhibitors who order services in advance. Full payment must be received at Least Fourteen (14) days prior to the first day of show to qualify for the Advance Price. Payment is accepted through exhibit services in the form of VISA, MASTERCARD, AMERICAN EXPRESS, DISCOVER, DINERS CLUB and Money Order (U.S. funds drawn on U.S. banks only). Maryland State Sales Tax (6%) will be applied to all equipment & service orders. *Checks and cash are not accepted.*
- The hotel is not responsible for any injury, loss, or damage that may occur to the exhibitor, the exhibitor's agents, employees, or property, or the any other person or property prior, during, or subsequent to the period covered by the exhibit contract.
- In accordance with the Prince Georges County Fire department, no exhibit, display or drape will obstruct, impede or otherwise hinder access to fire strobes, fire speakers, fire department access cabinets or fire pulls.
- The Gaylord National Resort and Convention Center has deployed a wireless management system in its exhibit halls that assists Gaylord National IT representatives with the delivery of flawless high speed internet access. The use of any UNORDERED wireless access point or any other device that broadcasts open internet access is strictly prohibited. At no time will an exhibitor or customer power up any wireless access point device, not provided by Gaylord National Resort and Convention Center, without prior authorization. See the "Information Technology Terms, Conditions & Regulations" and "Network & Telecommunication Services" forms enclosed in this service kit for additional information as well as ordering procedure and pricing.
- Credit will not be given for services ordered and not used. Cancellations must occur prior to the installation of services.
- Exhibits, displays, and equipment are to be brought into and taken from the Exhibit Hall via the loading dock only.
- Stick-on decals (except name tags) may not be distributed or used in the convention center.
- Holes may not be drilled or punched into any surface in the convention center.
- The painting of exhibits or signs is not allowed anywhere inside the convention center.
- Decorations, banners, signs, etc. are not to be affixed to any wall, door, window, column, ceiling, or any surface in the convention center.
- Static helium balloon displays are permitted in the convention center. Helium balloons may not be used as giveaways. Helium tanks must be removed daily. Storage of tank within the building is not permitted. Any balloons that end up in the ceiling area will be removed at \$25.00 per balloon with a \$100.00 minimum charge.
- Tape used on the floor of the exhibit must be low residue carpet tape and low residue safety tape. Accepted brand are Polyken 105C, Renfrew #147, and Asiachem SST-736 or approved equivalent. It is the responsibility of the Official contractor to remove **ALL** tape from the floor at the end of the event.
- The hotel reserves the right to purchase, prepare and provide all food and beverage items.

- Cooking permit must be obtained before any cooking activity is permitted within the convention center. A 3A40 B.C. fire extinguisher must be in the booth, within 30 feet of the each cooking device. Compliance with all Prince Georges County Health and fire Department rules and regulations is required. Holding tanks for cooking residue (oils, grease, etc.) are required. Cleaning of equipment is not permitted in hotel restrooms. Clean-up arrangements must be coordinated in advance through show management.
- Permission to cook any food within the exhibit area must have prior approval by the Gaylord National Event Manager. The use of “Day tanks” bottled gas may be used in conjunction with an approved exhibit or display for cooking or demonstration purposes. Tanks must have a release valve and be removed from the convention center at the close of daily activities. Storage of tanks inside the building is prohibited.
- Vehicles that are used as part of a display should have no more than a 1/4 tank of fuel or 10 gallons whichever is less. The tank must be taped shut or have a locking gas cap and the battery cables must be disconnected.
- Covered or multi-leveled booths over 300 sq. ft are required to have an automatic extinguishing system or required fire watch personnel. A battery operated smoke detector will be required for each covered booth, structure or tent regardless of square footage. Engineered approved Scaled, stamped plans of the booth must be submitted to the Gaylord National. Cost of fire watch personnel is determined by Prince Georges County Fire and Rescue. Contact Exhibit Services for additional information.
- Haze and/or smoke producing devices must use water-based fluids. The use of these devices must be approved in advance through Conference Services in conjunction with Prince Georges county Fire and Rescue Services.
- **Freight Services:** Material Handling/Freight Deliveries including but not limited to, small package, overnight, LTL & van line carriers will not be accepted by Gaylord National Resort & Convention Center Exhibit Hall representatives prior to your event, during your event & after your event. Shipments during the event contract dates should be in the attention of the events Official Service Contractor. Those events without a service contractor should contact the business center at Gaylord National. Please call your Official Service Contractor with any shipping questions.

GUIDELINES FOR ALL CARPETED AREAS

The following policy and procedure will be in effect for all areas of the hotel with existing carpet.

- Gaylord National does not provide cleaning supplies, vacuums, large waste receptacles, whisks or janitorial services for the exhibit hall area unless it is included in the sales contract. Trash removal from the exhibit hall and/or ballroom is the responsibility of the decorating/production company. Any property damaged or destroyed must be replaced to its original condition.
- It is the responsibility of the decorating/production company to return exhibit hall and/or ballroom space to “Move-In Condition”. All tape and tape residue as well as stains and debris must be removed. The decorating/production company is responsible for vacuuming the exhibit hall and/or ballroom prior to departure.
- Chalk marks or the use of chalk lines will be prohibited on any carpeted area for event layout.
- All carpeted areas must be covered with visqueen or Polytac before any decorating/production equipment or freight is brought into the space.
- Prior to installation, the exhibit hall staff must approve any tape applied to the hotel carpet. It is required that low tack tape is applied to the carpet and contractor’s double-face tape be applied to the low tack tape.



ELECTRICAL/UTILITY SERVICES

FAX OR MAIL TO: Gaylord National Resort & Convention Center
201 Waterfront St. National Harbor Md. 20745
Office: 301-965-3710
Fax: 301-965-3797
For Inquires: GNExhibits@gaylordhotels.com

EVENT NAME _____

SHOW DATE _____

COMPANY NAME _____

BOOTH # _____

ADVANCE PRICE IS 2 WEEKS PRIOR TO THE SHOW DATE

Electrical Packages				ADVANCE PRICE	STANDARD PRICE	QTY	AMOUNT
Package A	5 amp 120 volt with an Extension cord and a 6 outlet Multistrip			\$150.00	\$190.00		
Package B	20 amp 120 volt with an Extension cord and a 6 outlet Multistrip			\$225.00	\$255.00		
VOLTS	MAX WATTS	CIRCUIT AMPS	PHASE	ADVANCE PRICE	STANDARD PRICE	QTY	AMOUNT
EACH UNIT OF POWER COMES WITH ONE OUTLET							
120	500	5	Single	\$125.00	\$160.00		\$
120	2,000	20	Single	\$200.00	\$225.00		\$
208	3,300	20	Single	\$300.00	\$350.00		\$
208	5,700	20	Three	\$400.00	\$475.00		\$
208	5,000	30	Single	\$410.00	\$490.00		\$
208	8,600	30	Three	\$550.00	\$655.00		\$
208	9,900	60	Single	\$700.00	\$840.00		\$
208	17,000	60	Three	\$1,100.00	\$1,300.00		\$
100, 200 & 400 amps are available. Please call for a quote 301-965-3710							
1 Outlet Extension-cord. RENTAL ONLY					\$25.00		\$
6 Outlet Multi-strip. RENTAL ONLY					\$15.00		\$
Compressed Air: Hotel supplies 3/4", 1/2", 1/4" quick release female connection. 80-100 PSI 125 CFM					\$300.00		\$
Water: Hotel supplies 1/2" male threaded connector. Exhibitor is responsible for bringing adaptors. (Not available in Ballrooms)					\$300.00		\$
Drainage: Available depending on booth location. A pump may be required at an additional cost. (Not available in Ballrooms)					\$200.00		\$
One time fill and drain. Maximum of 50 gallons					\$300.00		\$
Transformer Rental					\$150.00		\$
Special Orders							\$
Credit Card: Visa ☐ MasterCard ☐ Am Express ☐ Discover ☐ Diners Club ☐							
Card # _____							
Email Address: _____ Exp. Date: _____							
PLEASE PRINT							
Signature: _____ Phone #: _____							

SCALED FLOOR PLANS

A scaled floor plan showing the requested location(s) of the power/engineering drop(s) must accompany your order. If a drawing is not provided, Gaylord National will install the service in the most convenient location and charges will apply for relocation.

ELECTRICAL LABOR

Labor rates apply:

Special power requirements, such as overhead power, wiring of the booth, foreign connections, outdoor displays etc. These will be subject to time and materials.

LABOR RATES

Mon-Fri 8:00 am – 5:00 pm

\$90.00 /hr

All other times \$160.00

Labor and materials will be charged to the credit card on file.

ELECTRICAL/ENGINEERING CONNECTIONS

There will be a 15% installation and removal assessment on all orders except for labor charges.

Unless a floor plan is included, all power will be installed to the booth in the most convenient manner.

Credit will not be given for services ordered and not used. Cancellations must occur prior to the installation of services

Receipts:

Are available after the show close thru GNExhibits@gaylordhotels.com

Please include the show name and booth #.

24 hour service will be double the listed price

CHARGES:	\$
Installation & Removal (15%):	\$
SUBTOTAL:	\$
Tax (6%):	\$
Labor	At show site
TOTAL:	\$

PLEASE FAX FORM TO: 301-965-3797

For your security, we cannot accept credit card Information via e mail.

Maryland tax form must accompany this form to claim TAX EXEMPT

Gaylord Confidential and Proprietary Information



INFORMATION TECHNOLOGY TERMS CONDITIONS & REGULATIONS

Fax or Mail to: Gaylord National Resort & Convention Center
Attn: Telecommunication Department
201 Waterfront Street National Harbor Md. 20745
Office: (301)-965-2506
Fax: (301)-965-3797

Gaylord National Resort and Convention Center Information Technology Terms, Conditions and Regulations

GENERAL:

- Installation of telephone, telecommunications, network and cabling services within the Gaylord National Resort and Convention Center is exclusive. Telecommunication services (voice and data) are to be ordered by each exhibitor separately and are not to be shared with other exhibitors. Routine audits are preformed to ensure adherence.
- All prices are for rental of services only. Material and equipment furnished by the Gaylord National Resort and Convention Center for telecommunication services shall remain the property of the Gaylord National Resort and Convention Center's unless otherwise specified, and shall be returned to the Gaylord National Resort and Convention Center's Exhibitor Service desk at the close of show. There will be a \$250.00 charge for lost or damaged telephone sets and a \$250.00 charge for lost or damaged network equipment. The Gaylord National Resort and Convention Center is not responsible for lost or damaged equipment while in the exhibitor's possession.
- Under no circumstances shall anyone other than the Gaylord National Resort and Convention Center's Information Technology technicians make any special wiring within the resort property. Only the Gaylord National Resort and Convention Center's Information Technology technicians are authorized to modify system wiring or cabling. Any wiring or cabling damage costs (plus administration fees) will be billed to the exhibiting firm name.
- Delivery of all voice and data transmission lines ordered from an outside vendor will only be allowed to the second floor Data Center. All circuit installs must be coordinated with the Gaylord National Resort and Convention Center's Information Technology group at least 9 weeks in advance of show date.
- All exhibitor telephone and network services will be disconnected on the last day of the event, sixty (60) minutes after the show's official closing time.
- Rates quoted for all services include bringing the requested communication services to the booth in the most convenient manner and do not include special wiring, over-head drops and/or special placement of communication services, computer equipment or intranet working cabling. All island booths will require a scaled diagram with orientation. Additional labor and materials will be charged for precise placement of communication services. Additional labor charges will be required for relocating service after installation. The Gaylord National Resort and Convention Center will not be responsible for any cutting or altering of any floor coverings in order to bring voice or data services to a booth.
- Changes to original orders will require a service order to be signed by the exhibitor acknowledging receipt of service and any associated labor. Labor is charged in $\frac{1}{2}$ hour increments (minimum charge is $\frac{1}{2}$ hour). Labor rate is \$100.00/hour (advanced -- scheduled) and \$175.00/hour (standard -- non-scheduled).
- Notification of cancellation must be received in writing a minimum of five (5) days prior to the scheduled opening date. Credit will not be given for connections installed and not used. No credit will be given for service canceled less than forty-eight (48) business hours prior to the scheduled event opening. Disputes concerning services must be filed by the exhibitor with the Exhibitor Services Department prior to the close of show. The Gaylord National Resort and Convention Center will resolve disputes in a timely manner.

NETWORK | INTERNET | WIRELESS:

- The network connections provided by Gaylord National Resort and Convention Center may be used only by the directors, officers and employees of the company; exhibitors, agents and consultants while performing service for the exhibiting company and cannot be resold or distributed to other companies. The services being provided by Gaylord National Resort and Convention Center will facilitate communications between the Gaylord National Resort and Convention Center's authorized users and the entities reachable through the Internet. Users of Gaylord National Resort and Convention Center services shall use reasonable efforts to promote efficient use of the network to minimize, and avoid if possible, unnecessary network traffic and interference with the work of other users of the interconnected networks.
- Users of Gaylord National Resort and Convention Center services shall not disrupt any of the Gaylord National Resort and Convention Center network or other associated networks as a whole or any equipment of system forming part of their systems, or any services provided over, or in connection with any of the Gaylord National Resort and Convention Center or other associated networks. Gaylord National Resort and Convention Center services shall not be used to transmit any communication where the meaning of the message, or its transmit distribution, would violate any applicable law or regulation or would likely be highly offensive to the recipient or recipients thereof.
- Gaylord National Resort and Convention Center reserves the right to troubleshoot with tools such as Sniffer Pro, FLUKE network analyzers, etc. Gaylord National Resort and Convention Center reserves the right to immediately disconnect network connections when activity such as denial of service attacks, port scans, or any other form of network performance degradation activities. After disconnection, isolation and quarantine assistance will be given.
- All devices for which the Gaylord National Resort and Convention Center provides Internet or Networking connectivity shall be required to obtain a Gaylord National Resort and Convention Center assigned IP address. At no time, while connected to Gaylord National Resort and Convention Center network, will the customer use run their own DHCP server. Physical layer network audits are performed to ensure adherence.
- The Customer must provide the node equipment (personal computer, etc.) properly configured, as well as a standard Ethernet adapter card, rated for 10/100Mbps with an RJ-45 jack. The Customer is responsible for the proper configuration of computing machinery and software for Internet and Ethernet communications.

Wireless Specific (802.11a,b,g): The Gaylord National Resort and Convention Center has deployed an 802.11a/b/g wireless management system in its meeting facility. This management system assists Gaylord National IT representatives with the delivery of flawless high speed internet access. The use of any unsecured wireless access point or any other device that broadcasts open internet access is strictly prohibited. At no time will an exhibitor or customer power up any wireless device not provided by Gaylord National Resort and Convention Center without prior authorization. If you plan on using any 802.11a/b/g wireless device, please contact the Gaylord National IT department at 301-965-2506 and provide your access point SSID and the total number of devices you plan on connecting to your access point. Failure to do so will result in automatic suppression of your access point rendering your wireless devices incapable of communications.

Internet Performance Disclaimer: Gaylord National Resort and Convention Center does not guarantee the performance, routing, or throughput, either expressed or implied, of any data circuit connectivity with regards to the Internet and/or Internet backbones beyond any facility we service. The Gaylord National Resort and Convention Center is the exclusive supplier of Internet connectivity for all events within the facility. We are equipped with a DS3 (45mbps) dedicated Internet connection to a tier 1 provider, and can provide Internet and networking connectivity to any location on property.

Internet Security Disclaimer: Gaylord National Resort and Convention Center does not provide security, such as but not limited to firewalls, NATing devices, virus protection, etc. for any Internet services we provide. It is the sole responsibility of the exhibitor or customer to provide all necessary security. With execution of this document the Customer is agreeing to the Terms and Conditions of this document and will hold Gaylord National Resort and Convention Center; its agents and contracts harmless for any and all liabilities arising from the use of non-secured data circuits.



NETWORK & TELECOMMUNICATION SERVICES

GAYLORD NATIONAL RESORT & CONVENTION CENTER

Information Technology Department

201 Waterfront St National Harbor Md. 20745

Fax: 301.965.2598

Email IT questions to: Aaron.Harley@Gaylordhotels.com

Event Name: _____ Event Dates: _____
 Company Name: _____ Booth Number: _____
 Contact Name: _____ Contact Number: _____
 Email Address: _____

Ordering Instructions ADVANCED PRICING IS 2 WEEKS PRIOR TO SHOW DATE

1. Fax a layout of your booth to 301-965-2598. **Please mark where your wired connections should be dropped and located. We cannot process your order without a diagram.** Include booth orientation to the show hall. Charges may apply for changes made after order is processed and changes made within 14 days of show will bear Standard Price
2. All equipment and services are subject to a 6% sales tax.
3. NETWORK & TELECOMMUNICATIONS CONNECTIONS - Rates quoted for voice and data connections cover only the delivery of services to the booth in the most convenient manner. Rates do not include connecting or the routing of cables inside the booth area. All telecommunication services installed will be on the floor in the back of the booth for in-line booths. Telecommunications for island booths will come from the ceiling or pillars, in the most convenient manner.

	<u>QTY</u>	<u>Advance Rate</u>	<u>Standard Rate</u>	<u>Total</u>
<u>Wireless Internet Access</u>				
Wireless Internet (1st Device)	_____	\$800.00	\$1,100.00	_____
Additional Connection	_____	\$250.00	\$300.00	_____
Please choose a User ID: _____				
Please choose a Password: _____				
<u>High-Speed Internet Access</u>				
<i>*Please note any customer switch or access point attached to these lines that has not been pre-approved will result in service cancellation.</i>				
Wired Internet Access (1st Device)	_____	\$1,300.00	\$1,500.00	_____
Additional Connection	_____	\$300.00	\$350.00	_____
Additional Device (Customer Provided Switch/NAT)	_____	\$250.00	\$300.00	_____
<u>Dedicated Internet Access – Dedicated Private VLAN</u>				
1.5 Mb/sec	_____	\$2,500.00	\$3,900.00	_____
3.0 Mb/sec	_____	\$5,000.00	\$6,500.00	_____
6.0 Mb/sec	_____	\$7,500.00	\$11,000.00	_____
Static Public IP Address	_____	\$350.00	\$400.00	_____
<u>Telecommunication (Telephone) Services</u>				
Standard DID telephone/fax/modem line	_____	\$325.00	\$350.00	_____
Polycom (speakerphone)	_____	\$250.00	\$350.00	_____
Standard Desk Telephone	_____	\$30.00	\$40.00	_____
Labor - Troubleshooting / Move / Change	_____	\$100.00	\$150.00	_____

\$

Charges: _____
 Subtotal: \$ _____
 6% Tax: \$ _____
TOTAL: \$ _____



Network & Telecommunications Credit Card Authorization Form

This form has been created in order to allow you to have event expenses charged to your credit/debit card. Please provide all the information requested below to ensure prompt processing of your application. We ask you to please sign and date the form before submission. Please fax the completed form to the Information Technology Department at (301) 965-2598.

FOR SECURITY reasons, Marriott International conforms to all Payment Card Industry (PCI) standards.

CARDHOLDER INFORMATION - Required

Name as it appears on the credit/debit card: _____

Card Type: ☐ Visa ☐ MC ☐ Amex ☐ Diners/CB ☐ Discover ☐ JCB

Account Type: ☐ Individual - ☐ Debit / ☐ Credit ☐ Corporate - Company Name: _____

Issuing Bank: _____ Phone: _____

Account Number: _____ Exp. Date: _____

Address (statement): _____

City, State, Zip: _____

Phone Number: _____ Fax or Alternate Number: _____

EVENT INFORMATION - Required

Event Name/Title: _____

Event Date(s): _____

I certify that all information is complete and accurate. I hereby authorize the Gaylord National Resort & Convention Center to collect payment(s) for Event listed on this form by processing one or more charges to the credit/debit card listed above. I certify that I am the authorized signer of the credit/debit card listed above.

Cardholder Name: (Printed) _____

Cardholder Signature: _____ Date: _____

Please do not send a photocopy of the front or back of your credit card.
For security reasons, we cannot accept completed forms via email.



BOOTH LAYOUT

Fax or Mail to: Gaylord National Resort & Convention Center
 Attn: Exhibit Service Department
 201 Waterfront Street National Harbor Md. 20745
 Office: (301)-965-3710
 Fax: (301)-965-3797

Event Name: _____ Event Dates: _____
 Company Name: _____ Booth Number: _____
 Contact Name: _____ Contact Number: _____

Please indicate placement of Electrical/Utility and Telecommunication services ordered.

Adjacent Booth or Aisle # _____ **BACK**

LEFT

Adjacent Booth or Aisle # _____

Adjacent Booth or Aisle # _____ **RIGHT**

FRONT

Adjacent Booth or Aisle # _____

NOTE: Island, Peninsula and In-line booths requiring power to be installed other than the back of the booth will be charged time and materials. Please include a scaled floor plan showing the requested location of electrical source. Labor and materials will be charged to the credit card on file.